

# MANUAL OF DRILL



1912

MANUAL OF DRILL  
CEREMONIES, MILITARY COURTESY  
AND HONORS

FOR THE  
ANCIENT AND HONORABLE  
ARTILLERY COMPANY  
OF MASSACHUSETTS

PREPARED IN CONSULTATION WITH A SPECIAL COMMITTEE  
ON DRILL MANUAL

BY  
LIEUTENANT COLONEL WILLIS W. STOVER  
FIFTH INFANTRY, NATIONAL GUARD, M.V.M.  
LATE CAPTAIN U. S. VOLUNTEERS

---

ADOPTED BY VOTE OF THE COMPANY  
DECEMBER 22, 1911

---

Norwood Press  
J. S. CUSHING COMPANY  
NORWOOD, MASS., U.S.A.  
1912

## COMMITTEE ON DRILL MANUAL

### *Chairman*

LIEUTENANT JAMES D. COADY, ADJUTANT, 1910-11

### *Recorder*

LIEUTENANT COLONEL WILLIS W. STOVER

### *Members*

CAPTAIN FRED McDONALD, ADJUTANT, 1911-12

LIEUTENANT COLONEL PERLIE A. DYAR

CAPTAIN JOHN C. POTTER

### *Member Ex-officio*

CAPTAIN JOHN D. NICHOLS, COMMANDING COMPANY, 1910-11

At a special meeting of the Company held at the Armory, Faneuil Hall, Boston, Mass., on Friday, December 22, 1911, the following vote was passed: —

On motion of Paymaster Emery Grover, it was

*Voted:* That the Manual of Drill, Ceremonies, Military Courtesy, and Honors, reported by the Special Committee on Drill Manual, of which Lieutenant James D. Coady was chairman, be adopted by the Company and printed, and that a copy of this vote be printed with the text.



## PART ONE

### GENERAL PROVISIONS

#### I. PURPOSE AND SCOPE

1. The object of this Manual is to prescribe for THE ANCIENT AND HONORABLE ARTILLERY COMPANY of Massachusetts a simple system of formal tactics adapted to its organization and formation and sufficient for its parades and ceremonies. It also aims to develop promptness, precision, soldierly bearing, and all other military qualities in the individual members of the Company when in ranks. No alteration in the principles of the current drill regulations of the Army is intended, but the application of those principles is modified to suit the peculiar needs of the Company.

#### II. DEFINITIONS

2. The technical military meaning of the following words and phrases must be comprehended before proceeding to the text of this Manual:

**Alignment:** A straight line upon which several men or bodies of men are formed, or are to be formed.

**Base:** The element or unit on which a movement is regulated; as, *base file, four, section, etc.*

**Center:** The middle point or element of a body of troops; as, the *center file, four, section, etc.*

**Column:** A formation in which the elements are placed one behind another, whether those elements are files, fours, sections, or larger bodies.

**Deploy:** To extend the front; as, to pass from column into line.

**Depth:** The space from head to rear of any formation, including the leading and rear elements.

In estimating the extent of depth, the space occupied by one man, from breast to back, is taken at twelve inches.

**Distance:** An open space in the direction of depth.

The distance between ranks in the same unit is measured from the breast of the man in rear to the back of the man in front; the distance between two subdivisions, such as *sections*, in column, is measured from the breast of the guide of the rear subdivision to the back of the guide of the leading subdivision; the distance between two subdivisions, as *sections* or *wings*, in column of fours, is measured from the back of the rear guide of the subdivision that is in front to the breast of the leading guide of the subdivision that follows.

**Element:** An integral part or fraction of the entire command; as, a *file*, *four*, *section*, or *wing*.

**Facing Distance:** Such distance as upon forming line by facing to the right or left the elbows will touch lightly; *i.e.*, the difference between the front of a man in ranks and his depth, or about ten inches.

**File:** When in double rank formation, a *file* consists of two men, *viz.*: the front rank man and the corresponding man of the rear rank, the front rank man being termed the *file leader*. A file which has no rear rank man is termed a *blank file*.

When in single rank formation, an individual man in ranks is termed a *file*.

**Flank:** The right or left of a body of troops in line or in column.

**Formation:** Arrangement of the elements of a command. The placing of all the fractions in regular order in line or in column.

**Front:** The space, in width, occupied by a command, either in line or in column.

In estimating the extent of front, the space occupied by one man is taken at twenty-two inches.

**Guide:** An officer, noncommissioned officer, or private, upon whom the command, or a fraction thereof, regulates its march.

**Head:** The leading element of a column.

**Interval:** An open space between elements of the same line.

The interval between two men is measured from elbow to elbow; between two fours, sections, etc., from the left elbow of the left man or guide of the group on the right to the right elbow of the right man or guide of the group on the left.

**Left:** The left extremity or element of a body of troops.

**Line:** A formation in which the several elements are placed abreast of one another. When two or more elements having

their fractions in column are placed abreast of each other, the formation is termed a *line of columns*.

**Pace:** Thirty inches; the length of the full step in quick time.

**Ploy:** To diminish the front; as, to pass from line into column.

**Point of Rest:** The point at which a formation begins.

**Rank:** A line of men placed side by side.

**Right:** The right extremity or element of a body of troops.

**Route March:** A march which has for its object merely the passage of a body of troops from one place to another without display or formality.

**Street Parade:** The formal passage of a body of troops through the streets, usually for the purpose of display.

**Unit:** A single element in a formation or movement based upon a combination of similar elements; as, in a movement by fours, a single four is a *unit*; in a movement by sections, a single section is a unit, while the fours become fractions of that unit, etc.

**Wing:** The portion of a command from the center to the flank.

### III. DETAILS OF ORGANIZATION

3. The personnel of the Company is distributed as follows for tactical purposes:

(1) The Commissioned Officers:

The Captain.  
The First Lieutenant.  
The Second Lieutenant.  
The Adjutant.

(2) The Commissioned Staff:

The Surgeon.  
The Quartermaster.  
The Paymaster.  
The Commissary.  
The Judge Advocate.  
Four Assistant Surgeons.  
The Assistant Paymaster.

(3) The Noncommissioned Staff:

The Sergeant Major.  
The Quartermaster Sergeant.  
The Commissary Sergeant.  
The Paymaster Sergeant.  
The Hospital Steward.



- (4) The Color Guard:
  - Two Color Sergeants as color bearers.
  - \*Two armed Privates.
- (5) The Noncommissioned Officers:
  - Six Sergeants of Infantry.
  - Six Sergeants of Artillery.
- (6) Special Details:
  - \*Two Wing Adjutants.
  - \*Two Flankers for the Commander-in-Chief (when necessary).
  - \*Two Flankers for the Captain (when necessary).
  - \*One Orderly for the Captain.
  - \*One Band Guide (when necessary).
  - \*Four markers (when necessary).
  - \*One Right Guide and one Left Guide for each Section.
- (7) The Rank and File.

All of the above assignments are permanent for the year, by election or appointment, except those marked with a (\*), which are merely details from day to day, or, at most, for a single tour of duty. In selecting men for these details, care should be taken to choose those who have especial qualifications for the particular assignments. This is especially important in the case of the Wing Adjutants who should always be men of long military experience and thorough training. Their duty is to assist the lieutenants in aligning and maneuvering their respective wings, and it is intended, in this Manual, that they shall be expert in matters of drill and ceremony. They should invariably be active or past officers of the Army or Militia, whose previous experience has been of such a character as to render them familiar with the handling of large tactical units.

4. The Captain is authorized, by the Rules and Regulations of the Company, to invite to parade on the staff military or naval officers or officers of a military veteran association, not members of the Company, officers in the military or naval service of the United States, Past Captains, and distinguished guests of the Company. These constitute the *Honorary Staff* as distinguished from the Commissioned Staff of the Company. It is customary to detail a past officer of the Company, usually a Past Captain, as Chief of Staff, to take charge of the Honorary Staff.

5. When the Company is on duty, it is the custom to detail daily a past officer or a member of the Company who is an active or past officer of the army, navy, or militia, as Officer of the Day. He is responsible, during his tour of duty, for the enforcement of all regulations and is charged with the execution of all orders of the Captain relating to the safety and good order of the Company and its immediate vicinity. Should a guard or sentinels become necessary, he is responsible for their instruction and the proper performance of their duties. On the march he parades with the Commissioned Staff unless his duties call him elsewhere.

6. Whenever the Company is honored by the presence of the President of the United States, the Governor and Commander-in-Chief of The Commonwealth of Massachusetts, or other distinguished officer, civil or military, it is customary to detail the past officer or member of the highest rank available, as personal aide or escort to such special guest, to remain with him and attend him as the representative of the Captain while the latter is engaged with his military duties.

7. The Company itself is both the administrative unit and the *tactical unit of command*. That is to say, while it is subdivided for tactical purposes, none of these tactical subdivisions are ever detached to act independently of the Company. It is not subdivided for administrative purposes. The tactical subdivisions are as follows:

(a) The Company is first divided into two *wings*. The first, or *Right Wing*, which is posted in line from the center to the right flank, is called the "Infantry Wing," the men composing it being equipped as infantrymen. The *Right* or *Infantry Wing* is commanded by the First Lieutenant of the Company. The second, or *Left Wing*, which is posted in line from the center to the left flank, is called the "Artillery Wing," the men composing it being equipped as dismounted artillerymen. The *Left* or *Artillery Wing* is commanded by the Second Lieutenant of the Company. In giving tactical commands, the wings are designated as "Platoons."

(b) Each *Wing*, respectively, is subdivided into six *sections*, but the number of sections may be more or less according to the number of men available. A *section* consists of a right guide and a left guide, and not less than twelve nor more than sixteen rank and file, and is commanded by a Sergeant of Infantry or a Sergeant of Artillery according as to whether it is in the *Right*



or the *Left Wing*. The *sections* in the *Right Wing* are numbered from right to left consecutively, and are designated "First Infantry Section," "Second Infantry Section," etc. In like manner, the *sections* in the *Left Wing* are numbered from right to left consecutively, and are designated "First Artillery Section," "Second Artillery Section," etc. When there are not enough men present to form the normal number of *sections*, the superfluous Sergeants march with the Noncommissioned Staff; and when the excess of men present is so great as to compel the formation of addition *sections*, the Captain appoints acting Sergeants to command them.

(c) The rank and file of each *Section*, respectively, are subdivided into groups of four files each, such a group being termed a *four*. A *four* is merely a fractional element of the *section* for purposes of maneuver, and has no commander or leader.

(d) The Color Guard consists of the two Color Sergeants who are the color bearers, and two experienced men selected by the Captain. The senior Color Sergeant carries the National Color, and the junior Color Sergeant carries the Company Color. The Company Color is always on the left of the National Color in whatever direction the Company faces. The Color Guard is formed in one rank, the color bearers in the center, and marches as the *left four* of the *left section* of the *Right or Infantry Wing*.

#### IV. GENERAL RULES

8. The Company and its details and subdivisions are habitually formed in single rank.

9. Movements that may be executed toward either flank are explained as toward but one flank, it being necessary to substitute the word "left" for "right," or the reverse, to have the command and explanation of the corresponding movement toward the other flank.

10. In movements where the guide may be either right or left, it is indicated in the command thus: *Guide (right or left)*.

11. Any movement may be executed from the halt, or when marching, if not otherwise prescribed.

12. All movements not specially excepted may be executed in double time. If the movement be from the halt, or when marching in quick time, the command *double time* precedes the com-

mand *march*; if marching in double time, the command *double time* is omitted.

13. To hasten the execution of a movement begun in quick time, the command: 1. *Double time*, 2. MARCH, may be given. Only those units that have not completed the movement take up the double time.

#### V. COMMANDS

14. The directions communicated by an officer to a body of troops for the purpose of causing them to immediately proceed with an indicated formation or with the execution of an indicated movement are termed "commands." Directions given by an officer to his troops relating to administrative details and to such tactical details as go beyond the scope of the prescribed formations and movements of the drill regulations are termed "orders," and are frequently communicated to the troops concerned in writing, although they may be given orally.

15. Commands may be communicated in three ways, viz.:

(a) Orally; that is, by word of mouth, expressed in the phraseology prescribed in this Manual.

(b) By trumpet or bugle.

(c) By visual signals.

16. An oral command is divided into two parts:

The *preparatory command*, such as *forward*, indicates the movement that is to be executed.

The *command of execution*, such as MARCH, HALT, or ARMS, causes the movement to be executed.

In other words, the *preparatory command* tells the troops what to do, and the *command of execution* is the signal to them to do it.

In this Manual, *preparatory commands* are printed in *italics*; *commands of execution* are printed in CAPITALS.

The *preparatory command* should be given at such an interval of time before the *command of execution* as to admit of its being properly understood and the minds of the troops fixed on the coming movement; the *command of execution* should be given at the instant the movement is to begin.

The tone of command is animated, distinct, and of a loudness proportioned to the number of men under instruction.

The *preparatory command* is pronounced in an ascending tone



of voice, but always in such a manner that the *command of execution* may be more energetic and elevated.

The *command of execution* is pronounced in a firm and brief tone.

Commands must be given with spirit at all times, as indifference in the manner of the officer always leads to laxity in execution.

When giving commands to troops it is usually best to face towards them; but this is not always practicable in parades and ceremonies.

17. In street parades and on the march, the commands: ATTENTION, 1. *Forward*, 2. MARCH, and HALT, may be given by trumpet, the calls prescribed in the drill regulations of the United States Army being used for this purpose.

18. Whenever the music of the band, adverse winds, or other conditions, are likely to prevent the troops from hearing oral commands, visual signals may be employed, usually in combination with the appropriate oral commands or trumpet calls. The following signals are sufficient for the purposes of the Company:

*Forward, Right oblique, Left oblique, By the right flank, By the Left flank, To the rear:* Raise the right arm until horizontal and parallel with the ground, pointing in the desired direction, and at the same time move in the desired direction.

HALT: Raise either arm vertically to its full extent; if a sword or other weapon is held in the hand raised, it will be held in prolongation of the arm.

19. To revoke a *preparatory command*, or, being at the halt, to begin anew a movement improperly commenced, the instructor commands: AS YOU WERE, at which the movement ceases and the former position is resumed.

20. To stay the execution of a movement when marching, for the correction of errors, the instructor commands: 1. *In place*. 2. HALT, when all halt and stand fast. To resume the movement the instructor commands: 1. *Resume*, 2. MARCH.

21. Where it is not mentioned in the text of this Manual who gives the commands prescribed, they are to be given by the instructor.

## PART TWO

### SCHOOL OF THE SOLDIER

22. The object of this school is the instruction of the soldier in those positions which are capable of being taken, and in those movements which are capable of being executed, by an individual acting alone. It is customary, but by no means necessary, to give this instruction to several recruits together, causing them to drill in unison under one instructor. To get the best results these drill squads should not consist of more than four recruits.

23. The school of the soldier is divided into two parts:

- I. Instruction without arms.
- II. Instruction with arms.

#### I. INSTRUCTION WITHOUT ARMS

24. The following summary indicates the scope of this division of the school of the soldier. It is given here with the intention that each man who has received instruction may look over the list of the positions and movements included in the individual drill without arms, and ask himself whether or not he fully understands and can execute them correctly. If, in the course of this self-examination, he finds that he is in doubt in any respect, he should at once seek further instruction on the points in question, for this drill is the foundation of all that is to follow, and must be thoroughly learned before advanced drill can be profitably taken up:

##### A. The Positions.

- (1) Position of the Soldier.
- (2) Eyes Right or Left.
- (3) Salute with the Hand.

- (4) The Rests:
 

{	Parade Rest. At Ease. Rest. Fall Out. To Resume the Attention.
---	--



## B. The Facings:

- (1) To the Flank, viz: Right or Left Face.
- (2) To the Rear, viz: About Face.

## C. The Steps:

- (1) The Full Step in Quick Time.
- (2) The Full Step in Double Time.
- (3) The Half Step in Quick Time.
- (4) The Half Step in Double Time.
- (5) The Side Step.
- (6) The Back Step.
- (7) Mark Time.
- (8) Change Step.
- (9) Halt.

## D. The Marchings.

- (1) The March to the Front.
- (2) The March by the Flank.
- (3) The March to the Rear.

## Position of the Soldier

25. Heels on the same line and as near each other as the conformation of the man permits.

The feet turned out equally and forming with each other an angle of about sixty degrees.

The knees straight without stiffness.

The body erect on the hips, inclined a little forward.

The shoulders square and falling equally.

The arms and hands hanging naturally, backs of the hands outward; the little fingers opposite the seams of the trousers; the elbows near the body.

The head erect and square to the front.

The chin slightly drawn in without constraint.

The eyes straight to the front.

26. A man standing in the position of the soldier is said to be standing "at attention," because it is taken at all commands which require the troops to take their places and fix their attention. The position of the soldier is maintained in all its details when under arms as well as when unarmed, except as modified by the rules relating to the management of the weapon.

## Eyes Right or Left

27. Being in the position of the soldier: 1. *Eyes*, 2. *RIGHT (LEFT)*, 3. *FRONT*.

At the command *right*, turn the head to the right so as to bring the inner corner of the left eye in a line with the center of the body, the eyes fixed on the line of the eyes of the men in, or supposed to be in, the same rank.

At the command *front*, turn the head and eyes to the front.

*Caution:* Particular care is to be taken that the movement of the head does not derange the squareness of the shoulders, which will happen if the movement of the head be too sudden.

*Object:* The movement is taught for use in the alignments, and in marching in review.

## Salute with the Hand

28. Being in the position of the soldier: 1. *Right (Left) hand*, 2. *SALUTE*.

Raise the right hand smartly until the tip of the forefinger touches the lower part of the headdress (or, if uncovered, the forehead) above the right eye, thumb and fingers extended and joined, palm to the left, forearm inclined at about forty-five degrees, hand and wrist straight. (*Two*) Drop the arm smartly by the side.

In executing this salute as a matter of drill, the eyes are kept to the front, but when rendering honors, look toward the person saluted.

The salute with the hand may be executed while marching or walking, without halting, in the same manner as prescribed above.

For the rules governing salutes, see the provisions of the Manual which relate to "Military Courtesy and Honors."

## The Rests

29. Being at a halt, at *attention*: 1. *Parade*, 2. *REST*.

At the second command, carry the right foot six inches straight to the rear, left knee slightly bent; at the same time clasp the hands, without constraint, in front of the center of the body, arms at full length, fingers joined, left hand uppermost, left thumb clasped by thumb and forefinger of the right hand. Preserve silence and steadiness of position.



30. Being at a halt, at *attention* or at *parade rest*: AT EASE.

The soldier keeps one foot in place and preserves silence, but need not preserve immobility.

31. Being at a halt, at *attention*, at *parade rest*, or at *ease*: REST.

The soldier keeps one foot in place, but is not required to preserve silence or immobility.

32. Being at *parade rest*, at *ease*, or at *rest*, to resume the *attention*: ATTENTION (or, if there be more than one man under instruction: 1. *Squad*, 2. ATTENTION.)

The men take the position of the soldier and fix their attention.

33. Being at a halt, at *attention*, or at *parade rest*, at *ease*, or at *rest*: FALL OUT.

At the command *fall out* the soldier may leave his place (or, if there be more than one man under instruction, they may leave the ranks), but must remain in the immediate vicinity.

34. After the command *fall out*, to resume places, at *attention*: FALL IN.

35. Care should be taken during a rest not to drop the hip or shoulder, stand with hands in pockets, or assume any other unmilitary posture. An excellent method of resting the muscles is to stand with the feet well apart, the weight of the body being evenly divided between them, while the arms, if not engaged in holding the weapon, may be placed behind the back, forearms one above the other, the lower forearm resting on the buttocks.

### The Facings

36. Being at a halt, to face to the flank: 1. *Right* (*Left*), 2. FACE.

Raise slightly the left heel and right toe and face to the right, turning on the *right* heel assisted by a slight pressure on the ball of the left foot; place the left foot by the side of the right.

Left face is executed in a corresponding manner on the *left* heel.

37. Being at a halt, to face to the rear: 1. *About*, 2. FACE.

Raise slightly the left heel and right toe and face to the rear, turning to the right on the *right* heel and ball of the left foot; place the left foot by the side of the right.

Notice that the about face is always executed by turning to the *right*; never to the left.

### The Steps

38. Being at a halt, to march in quick time: 1. *Forward*, 2. MARCH.

At the command *forward*, throw the weight of the body upon the right leg, left knee straight.

At the command *march*, advance the left foot smartly, but without jerk, straight forward thirty inches from the right, measuring from heel to heel, sole near the ground; straighten and turn the knee slightly out; at the same time throw the weight of the body forward and plant the foot without shock, weight of the body resting upon it; then in like manner advance and plant the right foot as above. Continue the march in this way at the rate of one hundred and twenty steps per minute.

While marching, the arms hang naturally, the hands swinging about six inches to the front and three inches to the rear of the seam of the trousers.

39. The instructor, when necessary, indicates the cadence of the step by calling *one, two, three, four*, or *left, right, left, right*, etc., as the left and the right foot, respectively, should be planted. The cadence should be given slowly at first, and gradually increased to the normal rate. This rule is general and applies to all the steps.

40. Being at a halt, to march in double time: 1. *Forward*, 2. *Double time*, 3. MARCH.

At the command *forward*, throw the weight of the body on the right leg.

At the command *march*, raise the hands until the forearms are horizontal, fingers closed, nails towards the body, elbows to the rear; at the same time advance the left foot straight to the front, knee slightly bent and somewhat raised, and plant it thirty-six inches from the right foot, measuring from heel to heel; then execute the same movement with the right foot. Continue the alternate movement of the feet in this way at the rate of one hundred and eighty steps per minute, throwing the weight of the body forward and allowing a natural swinging motion to the arms.

*Caution*: Care should be taken that men who are marching in *double time* do not break into a *run*, and that the balance and poise is preserved. If the control of the body be lost, the men will be unable to respond promptly to a command requiring them to halt or to change to quick time.



41. Marching in quick time, to take the double time:

1. *Double time*, 2. MARCH.

At the command *march*, given as either foot strikes the ground, take one step in quick time, and then step off in double time with the other foot.

42. Marching in double time, to resume the quick time:

1. *Quick time*, 2. MARCH.

At the command *march*, given as either foot strikes the ground, advance and plant the other foot in double time, and then step off in quick time, dropping the hands by the sides.

43. Marching in quick or double time, to arrest the march: HALT (or if more than one man be under instruction: 1. *Squad*, 2. HALT).

At the command *halt*, given as either foot strikes the ground, advance and plant the other foot; bring up the foot in rear and plant it by the side of the other without shock. If in double time, drop the hands by the sides.

44. Being in march at quick or double time, to change from the full to the half step: 1. *Half step*, 2. MARCH.

At the command *march*, continue the cadence, taking steps of fifteen inches in length, if in quick time, and eighteen inches in length if in double time.

To resume the full step: 1. *Full step*, 2. MARCH.

45. Being at a halt, to gain ground to the right or left by the side step: 1. *Right (Left) step*, 2. MARCH.

At the command *march*, carry the right foot ten inches to the right, keeping the knees straight and the shoulders square to the front; as soon as the right foot is planted, bring the left foot to the side of it, and continue the movement in the cadence of quick time until the command *halt*.

The side step is used to cover short intervals only, and is not executed in double time.

46. Being at a halt, to gain ground to the rear by the back step: 1. *Backward*, 2. MARCH.

At the command *march*, step back with the left foot fifteen inches straight to the rear, measuring from heel to heel, then with the right, and so on, the feet alternating in the cadence of quick time until the command *halt*.

At the command *halt*, bring the foot in front to the side of the one in rear and plant it without shock.

The back step is used for short distances only, and is not executed in double time.

47. Being in march at quick time, to mark time: 1. *Mark time*, 2. MARCH.

At the command *march*, given as either foot is coming to the ground, continue the cadence and make a semblance of marching, without gaining ground, by alternately advancing each foot about half its length, and bringing it back on a line with the other.

Being in march at the double time, to mark time: 1. *Mark time*, 2. MARCH.

At the command *march*, given as either foot strikes the ground, advance and plant the other foot; bring up the foot in rear, and continue the cadence by alternately raising and planting each foot on line with the other. The feet are raised about four inches from the ground and planted with the same energy as when advancing.

While marking time in quick or double time, to resume the full step: 1. *Full step*, 2. MARCH.

48. The halt, while *marking time*, and marching at the *half step*, *side step*, and *back step*, is executed by the same commands as when marching at the *full step*.

49. Being in march, to change step: 1. *Change step*, 2. MARCH.

At the command *march*, given as the right foot strikes the ground, advance and plant the left foot; plant the toe of the right foot near the heel of the left, and step off with the left foot.

The change on the right foot is similarly executed, the command *march* being given as the left foot strikes the ground.

TABLE OF STEPS

STEP	LENGTH <sup>1</sup>	CADENCE <sup>2</sup>
Full step, Quick time	30	120
Full step, Double time	36	180
Half step, Quick time	15	120
Half step, Double time	18	180
Side step	10	120
Back step	15	120
Mark time, Quick time	0	120
Mark time, Double time	0	180

<sup>1</sup> In inches.

<sup>2</sup> Number of steps per minute.

## The Marchings

50. The principles which govern marching to the front are mostly included in the *steps*. The single point which remains is to instruct the soldier in advancing in a straight line without deviating to the right or left. For this purpose two points are selected, and the soldier is required to place himself upon the prolongation of the straight line passing through these points and then to march upon them both in quick and double time.

It is impossible to advance in a straight line without selecting two points in the desired direction and keeping them covered while advancing. It is especially important that men who are to act as guides understand this principle.

51. Being in march, to march by the right or left flank; that is, to face to the right or left while marching and advance in the new direction: 1. *By the right (left) flank*, 2. MARCH.

At the command *march*, given as the right foot strikes the ground, advance and plant the left foot, then face to the right in marching, turning on the balls of both feet, and step off in the new direction with the *right* foot.

52. Being in march, to march to the rear; that is, to face to the rear while marching and advance in the new direction: 1. *To the rear*, 2. MARCH.

At the command *march*, given as the right foot strikes the ground, advance and plant the left foot; then turning on the balls of both feet, face to the right about and immediately step off with the *left* foot.

If marching in double time, turn to the right about, taking four short steps in place, keeping the cadence, and then step off with the left foot.

## II. INSTRUCTION WITH ARMS

53. In the Company, the rank and file in the Infantry Wing are equipped with rifles; in the Artillery Wing with swords or sabers. It is therefore necessary to give instruction both in the manual of the rifle and in the manual of the saber as the members of the Company are not permanently assigned to either Wing.

54. When fair progress has been made in the individual drill without arms, the manual of arms should be taken up, instruction without arms and that with arms thereafter alternating.

55. The manual of arms is taught at a halt. Before requiring a recruit to take a position or to execute a motion for the first time, the instructor executes the same for illustration. He then causes the recruit to execute it, and corrects errors as they occur until the position or motion is understood.

56. For the purpose of instruction the movements of the manual of arms are divided into motions and executed in detail; in this case, the *command of execution* causes the prompt execution of the first motion, and the commands, *two, three, four*, etc., that of the subsequent motions.

To cause the movements to be executed in detail, the instructor commands: *By the numbers*; all movements divided into motions are then executed as above explained until he commands: *Without the numbers*, or commands movements other than those in the manual of arms.

57. As soon as a recruit gains reasonable proficiency in the manual of arms at a halt, he will be exercised in the manual of arms while marching; thereafter part of each drill with arms should be devoted to marching.

## MANUAL OF THE RIFLE

## General Rules

58. 1st. At the commands *fall in* or *attention*, the soldier takes his place and assumes the position of the soldier with his piece at *order arms*.

2d. The movements used in taking the positions of *sling arms* and *secure arms* are not prescribed nor executed in cadence. The movements relative to fixing and unfixing bayonets, and forming and breaking stacks are to be executed with promptness and regularity as prescribed, but not in cadence. All other movements in shifting the piece from one position to another are to be executed strictly in the manner prescribed and in the prescribed cadence.

3d. The cadence of the motions is that of quick time (one hundred and twenty per minute). When marching, each motion of the piece coincides with a step. Recruits will at first be required to give their whole attention to the details of the motions, the cadence being gradually acquired as they become accustomed to handling their rifles. To assist them in acquiring



ing the cadence the instructor may require them to count aloud in cadence with the motions.

4th. The "balance" is that part of the rifle near the lower band which is the center of gravity with the bayonet unfixed. In all positions of the left hand at the balance the thumb clasps the piece except in *present arms*, in which position the thumb is extended along the stock. The sling is included in the grasp of the hand.

5th. In all positions of the piece "diagonally across the body," the positions of the piece, left arm, and hand are the same as in *port arms*.

6th. In resuming *order arms* from any position in the manual, except *parade rest*, the motion next to the last concludes with the butt of the piece about three inches from the ground, the left hand above and near the right, steadying the piece, fingers extended and joined, forearm and wrist straight and inclined downward.

7th. The piece is habitually carried with the hammer at the safety notch.

8th. If at *order arms*, the piece is brought to *right shoulder arms* at the command *march*, except in the cases presently explained, the three motions coinciding with the first three steps. In executing the *side step*, *back step*, and the *turn and halt*, the piece is brought to the position of *trail arms*. An advance to the front of a few paces or any other short movement may be executed at *trail arms* by prefacing the preparatory command with the words, *At trail*, as, for example, 1. *At trail*, 2. *Forward*, 3. *MARCH*, or, 1. *At trail*, 2. *Fours right*, 3. *MARCH*. In such cases the trail is taken at the command *march*, the position of *order arms* being resumed upon halting.

9th. When the facings and alignments (right or left dress) are executed at *order arms*, the piece is raised to *trail arms* while in motion, and *order arms* resumed on halting.

10th. In double time a disengaged hand is held as when with-out arms.

11th. Slapping the piece, allowing the butt to strike the ground with a shock, or other similar abuse of the rifle to produce effect in executing the manual of arms is prohibited.

12th. Out of ranks, men will carry their rifles with the muzzles elevated.

13th. *Present arms* is always executed at a halt; never while marching.

### Position of Order Arms

59. The butt rests evenly on the ground, barrel to the rear, the toe of the butt on a line with and touching the toe of the right shoe, arms hanging naturally, elbows near the body, right hand holding the piece between the thumb and fingers, the first two fingers in front, the others in rear.

### Movements from Order Arms

60. Being at order arms: 1. *Present*, 2. *ARMS*. Carry the piece in front of the center of the body with the right hand, barrel to the rear and vertical; grasp it with the left hand at the balance, left forearm horizontal and resting against the body. (*Two*) Grasp the small of the stock with the right hand. (See par. 58, 4th.)

61. Being at order arms: 1. *Port*, 2. *ARMS*. Raise and throw the piece diagonally across the body, lock plate to the front; grasp it smartly with both hands, the right hand, palm down, at the small of the stock, the left hand, palm up, at the balance, left thumb clasping the piece, barrel sloping to the left and crossing opposite the junction of the neck with the left shoulder; right forearm horizontal; left forearm resting against the body; piece near the body.

62. Being at order arms: 1. *Right shoulder*, 2. *ARMS*.

Raise and carry the piece diagonally across the body with the right hand, lock plate to the front; grasp it at the balance with the left hand, palm up, thumb clasping the piece; carry the right hand quickly to the butt, embracing it, heel between the first two fingers, the thumb and fingers closed on the stock, the barrel sloping to the left and crossing opposite the junction of the neck with the left shoulder; left forearm resting against the body, the piece, left arm, and hand being in the same position as at *port arms*. (*Two*) Raise and place the piece on the right shoulder, barrel up, trigger guard in the hollow of the shoulder, the right elbow against (or near) the side, the right hand retaining its grasp of the butt, the hand directly in front of the elbow; at the same time slip the left hand, fingers extended and joined, down to the breech block. (*Three*) Drop the left hand smartly to the side without shock.

63. Being at order arms: 1. *Left shoulder*, 2. **ARMS**.

Take the position of port arms (par. 61). (*Two*) Place the piece on the left shoulder with the right hand, changing the left hand to the butt, embracing it, heel between the first two fingers, the thumb and fingers closed on the stock, the left elbow against (or near) the side, the left hand directly in front of the elbow, the barrel up, trigger guard in the hollow of the shoulder; at the same time slip the right hand, fingers extended and joined, up to the breech block. (*Three*) Drop the right hand smartly by the side without shock.

64. Being at order arms: 1. *Trail*, 2. **ARMS**.

Grasp the piece with all the fingers of the right hand without changing its position; raise the piece slightly from the ground, the right arm slightly bent, and incline the muzzle forward so that the barrel makes an angle of about thirty degrees with the perpendicular.

65. Being at order arms: 1. *Fix*, 2. **BAYONETS**.

Grasp tip of rod bayonet with the thumb and forefinger of the left hand; at the same time slip the right hand up the barrel and press in catch with tip of right forefinger; draw rod bayonet out to second stop; resume the order.

66. Being at order arms, bayonet fixed: 1. *Charge*, 2. **BAYONET**.

Half face to the right, carrying the right heel six inches to the rear and three inches to the right of the left heel; at the same time raise the piece with the right hand inclining the barrel to the front; grasp it with the left hand at the balance, back of the hand down, thumb clasping piece, elbow against the body; grasp the small of the stock with the right hand and bring the point of the bayonet to the height of the chin, right hand supporting the stock firmly against the front of the right hip, the body inclining slightly forward.

67. Being at order arms, bayonet fixed: 1. *Unfix*, 2. **BAYONET**.

Executed in the same manner as fix bayonet, reversing the operation.

### The Rests

68. Being at order arms: **AT EASE, REST, OR FALL OUT**.  
Executed as without arms.

69. Being at order arms: 1. *Parade*, 2. **REST**.

Carry the right foot six inches straight to the rear, left knee

slightly bent; carry the muzzle of the piece in front of the center of the body, barrel to the left; grasp the piece with the left hand just below the stacking swivel, and with the right hand below and against the left.

70. Being at parade rest: 1. *Squad*, 2. **ATTENTION**.

Resume the position of order arms, the left hand quitting the piece opposite the right breast.

### Movements from Present Arms

71. Being in the position of present arms as explained in par. 60: 1. *Order*, 2. **ARMS**.

Let go with the right hand and regasp the piece just above the lower band, back of the hand to the right; let go with the left hand and carry the piece with the right hand to the right side, barrel to the rear, right hand near the thigh, butt about three inches from the ground, left hand steadying the piece above the right, fingers extended and joined, forearm and wrist straight and inclined downward. (*Two*) Lower the piece gently to the ground with the right hand, drop the left smartly by the side without shock, and take the position of order arms as explained in par. 59.

72. Being at present arms: 1. *Port*, 2. **ARMS**.

Carry the piece diagonally across the body with both hands, and take the position of port arms as explained in par. 61.

73. Being at present arms: 1. *Right shoulder*, 2. **ARMS**.

Take the position of port arms as explained in par. 72. (*Two*) Change the right hand to the butt and execute the second motion in the movement from order arms to right shoulder arms as explained in par. 62. (*Three*) Drop the left hand smartly by the side without shock.

74. Being at present arms: 1. *Left shoulder*, 2. **ARMS**.

Take the position of port arms as explained in par. 72. (*Two*) Execute the second motion in the movement from order arms to left shoulder arms as explained in par. 63. (*Three*) Drop the right hand smartly by the side without shock.

### Movements from Port Arms

75. Being in the position of port arms as explained in par. 61: 1. *Order*, 2. **ARMS**.



Let go with the right hand, lower and carry the piece to the right with the left hand; regrab it with the right hand just above the lower band, back of the hand to the front; let go with the left hand, lower and turn the piece with the right, bringing the barrel to the rear, butt about three inches from the ground, right hand near the thigh, left hand steadying the piece above the right, fingers extended and joined, forearm and wrist straight and inclined downward. (*Two*) Lower the piece gently to the ground with the right hand, drop the left smartly by the side without shock, and take the position of order arms as explained in par. 59.

76. Being at port arms: 1. *Present*, 2. **ARMS**.

Carry the piece with both hands to a vertical position in front of the center of the body, barrel to the rear, and take the position of present arms as explained in par. 60.

77. Being at port arms: 1. *Right shoulder*, 2. **ARMS**.

Change the right hand to the butt and execute the second motion in the movement from order arms to right shoulder arms as explained in par. 62. (*Two*) Drop the left hand smartly by the side without shock.

78. Being at port arms: 1. *Left shoulder*, 2. **ARMS**.

Execute the second motion in the movement from order arms to left shoulder arms as explained in par. 63. (*Two*) Drop the right hand smartly by the side without shock.

79. Being at port arms: 1. *Trail*, 2. **ARMS**.

Execute the first motion in the movement from port arms to order arms as explained in par. 75. (*Two*) Grasp the piece with all the fingers of the right hand just above the lower band and lower it until the butt just clears the ground, inclining the muzzle forward so that the barrel makes an angle of about thirty degrees with the perpendicular, the right arm slightly bent, and at the same time dropping the left hand smartly by the side without shock.

80. Being at port arms, bayonet fixed: 1. *Charge*, 2. **BAYONET**.

Half face to the right, carrying the right heel six inches to the rear and three inches to the right of the left heel; at the same time bring the piece with both hands to the position of charge bayonet as explained in par. 66.

### Movements from Right Shoulder Arms

81. Being in the position of right shoulder arms as explained in par. 62: 1. *Order*, 2. **ARMS**.

Press the butt down quickly with the right hand, and throw the piece diagonally across the body; grasp it with the left hand at the balance, the position of the left arm, left hand, and piece being the same as in port arms, the right hand retaining its grasp of the butt. (*Two*) Let go with the right hand, lower and carry the piece to the right with the left hand, at the same time regrab the piece with the right hand just above the lower band, back of hand to the front; let go with the left hand, lower and turn the piece with the right, bringing the barrel to the rear, butt about three inches from the ground, right hand near the thigh; steady the piece in this position with the left hand above the right, fingers extended and joined, forearm and wrist straight and inclined downward. (*Three*) Lower the piece gently to the ground with the right hand, drop the left smartly by the side without shock, and take the position of order arms as explained in par. 59.

82. Being at right shoulder arms: 1. *Port*, 2. **ARMS**.

Execute the first motion in the movement from right shoulder arms to order arms as explained in par. 81. (*Two*) Change the right hand from the butt to the small of the stock, and take the position of port arms as explained in par. 61.

83. Being at right shoulder arms: 1. *Present*, 2. **ARMS**.

Execute the first motion in the movement from right shoulder arms to order arms as explained in par. 81. (*Two*) Change the right hand from the butt to the small of the stock and take the position of port arms as explained in par. 61. (*Three*) Execute the movement of port arms to present arms as explained in par. 76.

84. Being at right shoulder arms: 1. *Left shoulder*, 2. **ARMS**.

Execute the first motion in the movement from right shoulder arms to order arms as explained in par. 81. (*Two*) Change the right hand from the butt to the small of the stock and take the position of port arms as explained in par. 61. (*Three*) Execute the first motion from port arms to left shoulder arms, being the same as the second motion from order arms to left shoulder arms explained in par. 63. (*Four*) Drop the right hand smartly by the side without shock.

The movement from right shoulder arms to left shoulder arms is the combination of the two changes in the manual of arms explained in par. 82 and par. 78, respectively, — namely, right shoulder arms to port arms followed by port arms to left shoulder arms, the cadence being continued without pause.

85. Being at right shoulder arms: 1. *Trail*, 2. **ARMS**.

Execute the first motion in the movement from right shoulder arms to order arms as explained in par. 81. (*Two*) Execute the second motion of the same movement. (*Three*) Execute the second motion of the movement from port arms to trail arms, as explained in par. 79.

86. Being at right shoulder arms, bayonet fixed: 1. *Charge*, 2. **BAYONET**.

Execute the first motion in the movement from right shoulder arms to port arms as explained in par. 82. (*Two*) Execute the second motion of the same movement. (*Three*) Execute the movement from port arms to charge bayonet as explained in par. 80.

### Movements from Left Shoulder Arms

87. Being in the position of left shoulder arms as explained in par. 63: 1. *Port*, 2. **ARMS**.

Grasp the piece with the right hand at the small of the stock. (*Two*) Carry the piece diagonally across the body, grasping it with the left hand at the balance, the hands, arms, and piece in the position of port arms as explained in par. 61.

88. Being at left shoulder arms: 1. *Order*, 2. **ARMS**.

Grasp the piece with the right hand at the small of the stock. (*Two*) Execute the second motion in the movement from left shoulder arms to port arms as explained in par. 87. (*Three*) Execute the first motion in the movement from port arms to order arms as explained in par. 75. (*Four*) Execute the second motion of the same movement.

89. Being at left shoulder arms: 1. *Present*, 2. **ARMS**.

Grasp the piece with the right hand at the small of the stock. (*Two*) Execute the second motion of the movement from left shoulder arms to port arms as explained in par. 87. (*Three*) Execute the movement from port arms to present arms as explained in par. 76.

90. Being at left shoulder arms: 1. *Right shoulder*, 2. **ARMS**.

Execute the first motion in the movement from left shoulder arms to port arms as explained in par. 87. (*Two*) Execute the second motion of the same movement, taking the position of port arms as explained in par. 61. (*Three*) Execute the first motion in the movement from port arms to right shoulder arms as explained in par. 77. (*Four*) Drop the left hand smartly by the side without shock.

The movement from left shoulder arms to right shoulder arms is the combination of the two changes in the manual of arms explained in par. 87 and par. 77, respectively, — namely, left shoulder arms to port arms followed by port arms to right shoulder arms, the cadence being continued without pause.

91. Being at left shoulder arms: 1. *Trail*, 2. **ARMS**.

Grasp the piece with the right hand at the small of the stock. (*Two*) Execute the second motion in the movement from left shoulder arms to port arms as explained in par. 87. (*Three*) Execute the first motion in the movement from port arms to trail arms as explained in par. 79. (*Four*) Execute the second motion of the same movement.

92. Being at left shoulder arms, bayonet fixed: 1. *Charge*, 2. **BAYONET**.

Grasp the piece with the right hand at the small of the stock. (*Two*) Execute the second motion in the movement from left shoulder arms to port arms as explained in par. 87. (*Three*) Execute the movement from port arms to charge bayonet as explained in par. 80.

### Movements from Trail Arms

93. Being in the position of trail arms as explained in par. 64: 1. *Order*, 2. **ARMS**.

Lower the piece with the right hand, without assistance from the left hand, and take the position of order arms as explained in par. 59.

94. Being at trail arms: 1. *Port*, 2. **ARMS**.

Execute the movement from order arms to port arms as explained in par. 61.

95. Being at trail arms: 1. *Right shoulder*, 2. **ARMS**.

Execute the first motion in the movement from order arms to right shoulder arms as explained in par. 62. (*Two*) Execute



the second motion of the same movement. (*Three*) Drop the left hand smartly by the side without shock.

96. Being at trail arms: 1. *Left shoulder*, 2. ARMS.

Take the position of port arms (par. 94). (*Two*) Execute the second motion from order arms to left shoulder arms as explained in par. 63. (*Three*) Drop the right hand smartly by the side without shock.

97. Being at trail arms, bayonet fixed: 1. *Charge*, 2. BAYONET.

Execute the movement from order arms to charge bayonet as explained in par. 66.

### Movements from Charge Bayonet

98. Being in the position of charge bayonet as explained in par. 66: 1. *Order*, 2. ARMS.

Face to the front; at the same time let go the piece with the right hand and lower it to the right side with the left hand; regrab it with the right hand just above the lower band, back of the hand to the right, and lower the piece until the butt is about three inches from the ground, left hand steadying the piece above the right, fingers extended and joined, forearm and wrist straight and inclined downward. (*Two*) Lower the piece gently to the ground with the right hand, drop the left smartly by the side without shock, and take the position of order arms as explained in par. 59.

99. Being at charge bayonet: 1. *Port*, 2. ARMS.

Face to the front, and at the same time bring the piece to the position of port arms with both hands.

100. Being at charge bayonet: 1. *Present*, 2. ARMS.

Execute the movement from charge bayonet to port arms as explained in par. 99. (*Two*) Execute the movement from port arms to present arms as explained in par. 76.

101. Being at charge bayonet: 1. *Right shoulder*, 2. ARMS.

Execute the movement from charge bayonet to port arms as explained in par. 99. (*Two*) Execute the first motion in the movement from port arms to right shoulder arms as explained in par. 77. (*Three*) Drop the left hand smartly by the side without shock.

102. Being at charge bayonet: 1. *Left shoulder*, 2. ARMS.

Execute the movement from charge bayonet to port arms as

explained in par. 99. (*Two*) Execute the first motions in the movement from port arms to left shoulder arms as explained in par. 78. (*Three*) Drop the right hand smartly by the side without shock.

103. Being at charge bayonet: 1. *Trail*, 2. ARMS.

Execute the first motion in the movement from charge bayonet to order arms as explained in par. 98. (*Two*) Grasp the piece with all the fingers of the right hand just above the lower band and lower it until the butt just clears the ground, inclining the muzzle forward so that the barrel makes an angle of about thirty degrees with the perpendicular, the right arm slightly bent, and at the same time dropping the left hand by the side without shock.

### The Rifle Salute

104. Being at order arms: 1. *Rifle*, 2. SALUTE.

Carry the left hand smartly to the right side, palm of the hand down, thumb and fingers extended and joined, forefinger against the piece near the muzzle. (*Two*) Drop the left hand smartly by the side without shock.

105. Being at trail arms: 1. *Rifle*, 2. SALUTE.

Bring the piece to as near the perpendicular as possible, and at the same time execute with the left hand the first motion of the rifle salute from order arms. (*Two*) Drop the left hand smartly by the side without shock, and at the same time incline the muzzle of the piece forward so that the barrel makes an angle of about thirty degrees with the perpendicular.

The right arm remains slightly bent throughout the rendition of this salute.

106. Being at right (left) shoulder arms: 1. *Rifle*, 2. SALUTE.

Carry the left (right) hand smartly to the small of the stock, forearm horizontal, palm of the hand down, thumb and fingers extended and joined, forefinger against the piece. (*Two*) Drop the left (right) hand smartly by the side without shock.

### Positions of Sling Arms and Secure Arms

107. These positions are not included in the formal manual of the rifle. Sling arms is merely an authorized method of carrying the piece on route marches, while secure arms is intended to be used when it is necessary to protect the rifle from rain. Neither are used on parades or ceremonies. Whenever

the commands for either of these positions are given, the piece will be shifted in the most convenient manner.

108. The piece being in any position: 1. *Sling*, 2. *ARMS*.

The right arm is passed between the rifle and the sling which rests upon the shoulder, piece in rear of the shoulder, muzzle down, and barrel to the rear; right hand steadying the piece.

109. The piece being in any position: 1. *Secure*, 2. *ARMS*.

The piece is held in the right hand at the balance, barrel down, sloping downward and to the front; right hand supported against the front of the right hip; upper arm against the stock.

A corresponding position in the left hand may be used.

Table of Positions and Changes

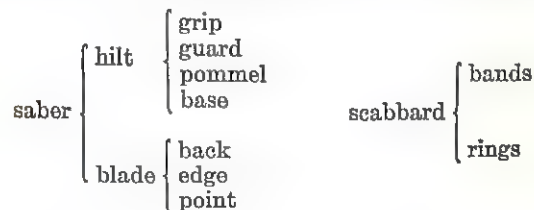
FROM		TO									
Paragraph	POSITION	Order	Present	Port	Right shoulder	Left shoulder	Trail	Parade rest	Fix bayonet	Unfix bayonet	Charge bayonet
59	Order	X	60	61	62	63	64	69	65	67	66
60	Present	71	X	72	73	74	X	X	X	X	X
61	Port	75	76	X	77	78	79	X	X	X	80
62	Right shoulder	81	83	82	X	84	85	X	X	X	86
63	Left shoulder	88	89	87	90	X	91	X	X	X	92
64	Trail	93	X	94	95	96	X	X	X	X	97
69	Parade Rest	70	X	X	X	X	X	X	X	X	X
65	Fix bayonet	65	X	X	X	X	X	X	X	X	X
67	Unfix bayonet	67	X	X	X	X	X	X	X	X	X
66	Charge bayonet	98	100	99	101	102	103	X	X	X	X
104	Rifle salute	104	X	X	106	108	105	X	X	X	X
105											
106											
108	Sling	Taken in most convenient manner from any position. Not used in formal drill.									
109	Secure										

110. The preceding table is intended for convenient reference, and shows the paragraphs in this Manual in which the

correct description of each position of the manual of the rifle will be found, and also the number of the paragraph in which any desired movement of the piece is explained. An X indicates that the position at the top of the column cannot be taken from the position at the left hand side of the line. The left hand column gives the number of the paragraph in which the annexed position of the manual of the rifle is described.

## MANUAL OF THE SABER

111. The instructions here given relative to the saber apply as well to the straight sword. Before proceeding to explain the positions and movements of the saber, the instructor will point out and name the different parts of the weapon:



## General Rules

112. 1st. When dismounted the scabbard is habitually worn hooked up.

2d. At all formations the men fall in with sabers sheathed.

3d. Before giving the commands *fall out* or *dismissed*, the commands should be given to *return sabers*. At *ease*, or *rest*, may be given when the sabers are drawn.

4th. On resuming the attention after at *ease*, or *rest*, sabers not having been returned, the men take the position of *order saber*.

5th. Being at *order saber*, the saber is brought to *carry saber* at the command of execution for any movement except *parade rest* and *present arms* (or *present saber*), and is held at the carry during the movement. The execution of *carry saber* coincides with the first motion of the movement. At the completion of the movement, the saber is immediately brought to *order saber* unless in column at facing distance, when, for obvious reasons, the men remain at the carry. For example: Being at *order saber*: 1. *Right*, 2. *DRESS*. At the second command, the men



execute *carry saber* and dress to the right; 3. **FRONT.** At this command, the men turn head and eyes to the front and, at the same time, execute *order saber*. An example of a case where the men remain at the carry is as follows: Being in line, at order saber: 1. *Right*, 2. **FACE.** The men execute *carry saber* and face to the right; but, as the movement has brought them into column at facing distance, they all, including the leading file, remain at the carry, because the men in rear of the leading file have no room for the execution of order saber.

6th. While marching in quick time, the saber is habitually held at *carry saber*.

7th. While marching in double time, the saber is carried with the blade diagonally across the breast and supported against the left shoulder, edge to the front; the left hand steadying the scabbard. Upon changing to quick time, the carry is resumed without command.

8th. Upon halting, the saber is brought to *order saber* without command unless in column at facing distance.

9th. When both the Infantry Wing and the Artillery Wing are present, commands for shifting arms are given with special reference to the Infantry Wing. Men armed with the saber, in both Wings, respond to such commands as follows:

(a) When commands for shifting arms are given solely for the purpose of exercising the Infantry Wing in the manual of the rifle, as at drill or at company parade, men armed with the saber remain at *order saber*, and do not execute the manual of the saber.

(b) At other times, men armed with the saber execute *parade rest* and resume the *attention* with the infantry; in rendering honors they *present sabers* when the infantry present arms; being at present saber, should the next command be *order arms*, they execute *order saber*, but if the next command be other than *order arms*, they execute *carry saber*; being at order saber, they execute *carry saber* when the infantry execute *port*, *right shoulder*, *left shoulder*, or *trail*, *arms*, or *charge bayonet* from *order arms*, and they remain at the carry until the infantry return to *order arms*, paying no attention to intermediate changes except in case the command *present arms* is given, when they execute *present saber* and thereafter come to *order saber* or *carry saber* as above explained; being at order saber, they remain at the order when the infantry execute *fix* or *unfix bayonet*.

10th. The rules, positions, and movements of the manual of

the saber, as here given, apply to the Noncommissioned Staff, noncommissioned officers, and the rank and file armed with the saber or sword. They also apply to the commissioned officers, Commissioned Staff, and to men acting temporarily as commissioned officers, such as the Wing Adjutants, but with certain modifications which will be noted in a later part of this Manual, under the appropriate heading.

### Positions of the Saber

113. There are but four positions of the saber in the formal manual, viz.: *order saber*, *carry saber*, *present saber*, and *parade rest*. The position assumed while marching in double time is not included in the formal manual of the saber and is not taken on any other occasion.

114. The position of *order saber* is as follows: The saber is held in the right hand, back of the hand to the right, fingers grasping the grip, thumb along the back of the grip, the right arm by the side and extended, the point on or near the ground directly in front of the right hand, back of the blade uppermost; the left arm and hand hang naturally by the side as in the position of the soldier.

115. The position of *carry saber* is as follows: The saber is held in the right hand, back of the blade against the shoulder, edge to the front, right arm nearly extended, hand by the side, the thumb and first two fingers inclosing the grip, third and fourth fingers back of the grip, in a manner similar to the usual method of holding a pen; the left arm and hand hang naturally by the side as in the position of the soldier.

116. The position of *present saber* is as follows: The saber is held in the right hand, base of the hilt as high as the chin and six inches in front of the neck, edge to the left, point six inches farther to the front than the hilt, right elbow close to the body, back of the hand to the front, all the fingers grasping the grip, thumb extended along the left of the grip; the left arm and hand hang naturally by the side as in the position of the soldier.

In ranks, at present saber, the head and eyes are kept to the front as in the position of the soldier. Out of ranks the head and eyes are turned toward the person saluted.

It is to be noted that *present saber*, unlike present arms with the rifle, is used as an individual salute as well as in rendering

honors in a body. In this respect it serves the purposes of both present arms with the rifle and the rifle salute.

117. The position of *parade rest* is as follows: The feet are in the position explained for *parade rest* without arms (par. 29); the point of the saber is on or near the ground in front of the center of the body, blade perpendicular, edge to the right, the right hand resting on the hilt, the left hand uppermost and resting on the right hand, both arms close to the body.

#### To Draw and Return Saber

118. Being at attention, saber sheathed: 1. *Draw*, 2. *SABER*.

At the command *draw*, unhook the saber with the thumb and first two fingers of the left hand, thumb on the end of the hook, fingers lifting the upper ring; grasp the scabbard with the left hand at the upper band, bring the hilt a little forward, seize the grip with the right hand, and draw the blade six inches out of the scabbard, pressing the scabbard against the thigh with the left hand. At the command *saber*, draw the saber quickly, raising the right arm to its full extent to the right front, at an angle of about forty-five degrees with the horizontal, the saber, edge down, in a straight line with the arm; make a slight pause and bring the back of the blade against the shoulder, the saber in the position of *carry saber*, as explained in par. 115. (Two) Drop the point of the saber directly to the front, taking the position of *order saber*, as explained in par. 114.

119. Being at *carry saber*, or at *order saber*: 1. *Return*, 2. *SABER*.

At the command *return*, carry the right hand opposite to and six inches from the left shoulder, base of the hilt at the height of the shoulder, blade vertical, edge to the left; at the same time unhook and lower the scabbard with the left hand and grasp it at the upper band. At the command *saber*, drop the point to the rear and pass the blade down and along the left arm; turn the head slightly to the left, fixing the eyes on the opening of the scabbard; raise the right hand, insert and return the blade; turn the head to the front, drop the right hand by the side; hook up the scabbard with the left hand and drop the left hand by the side.

#### Movements from Order Saber

120. Being in the position of *order saber*, as explained in par. 114: 1. *Carry*, 2. *SABER* (or *ARMS*).

Bring the back of the blade against the right shoulder, the saber in the position of *carry saber*, as explained in par. 115.

121. Being at *order saber*: 1. *Present*, 2. *SABER* (or *ARMS*).

At the second command, raise and carry the saber to the front, taking the position of *present saber*, as explained in par. 116.

122. Being at *order saber*: 1. *Parade*, 2. *REST*.

At the second command, carry the right foot six inches straight to the rear, left knee slightly bent; at the same time bring the saber to the position explained in par. 117.

#### Movements from Carry Saber

123. Being in the position of *carry saber*, as explained in par. 115: 1. *Order*, 2. *SABER* (or *ARMS*).

At the second command, drop the point of the saber directly to the front, taking the position of *order saber*, as explained in par. 114.

124. Being at *carry saber*: 1. *Present*, 2. *SABER* (or *ARMS*).

At the second command, raise and carry the saber to the front, taking the position of *present saber*, as explained in par. 116.

#### Movements from Present Saber

125. Being in the position of *present saber*, as explained in par. 116: 1. *Order*, 2. *SABER* (or *ARMS*).

At the second command, bring the right hand to the side, dropping the point to the front and right, and taking the position of *order saber*, as explained in par. 114.

126. Being at *present saber*: 1. *Carry*, 2. *SABER* (or 1. *Port*, 2. *ARMS*, or 1. *Right shoulder*, 2. *ARMS*, or 1. *Left shoulder*, 2. *ARMS*).

At the second command, lower the saber and bring the back of the blade against the right shoulder, the saber being approximately vertical during this movement, taking the position of *carry saber*, as explained in par. 115.

#### To resume the Attention from Parade Rest

127. At the command *attention*, drop the left hand by the side; resume the *order saber* with the right hand; and bring the right heel up on a line with the left heel; the three movements being simultaneous.



## PART THREE

### SCHOOL OF THE SQUAD

128. The word *squad* is used in this Manual to denote a group of men assembled for instruction, — a *drill squad*, of any number from four to eight. It is not used in the sense of a tactical unit as in the drill regulations of the United States Army, where it refers to a definite battle group of seven privates led by a corporal. The object of the school of the squad in this Manual is to teach the individual man those positions and movements which require the coöperation of several men. In the school of the soldier he is taught the individual positions and movements; in the school of the squad he is taught his *individual part* in the combined positions and movements of a group. He learns to align himself with other men, and to march forward, backward, to the rear, by the flank, and obliquely, keeping his place and maintaining the alignment. He learns how to wheel in a group of four men to the right and left and to the rear; and, as one of a larger group, how to turn and halt and to turn and advance. In addition to what he has already learned in the manual of arms, he now is taught to stack arms.

#### ALIGNMENTS

129. The alignments are first taught by requiring the recruits to align themselves, man by man, the better to comprehend the principles of alignment. For this purpose, the instructor causes the two men on the right to advance three paces to the front, and, having placed them on a line, commands: 1. *By file*, 2. *Right*, 3. *DRESS*, 4. *NEXT*, 5. *FRONT*. At the command *dress*, the third man marches three paces to the front, shortening the last step so as to find himself about six inches in rear of the new alignment, which must never be passed; he then executes *eyes right*, and taking steps of two or three inches, moves up on the line until he can see the coat buttons of the

second man on the right, keeping his shoulders square to the front, eyes and shoulders in line with those of the men on his right, the right elbow touching lightly the left elbow of the man next on the right without opening out the arm; as soon as the third man is correctly aligned, the instructor commands, *next*, at which command the fourth man executes the same movements, this being repeated until the last man has arrived on the new line; at the command *front*, all the men bring heads and eyes to the front and maintain immobility.

*Left dress* is similarly taught. In executing both *right* and *left dress*, the instructor will occasionally place the base files several paces to the right or left of the line instead of to the front. In this case the men execute the *side step*, closing toward the base files, and then dress as already explained.

Alignments to the rear are taught in the same manner. The base files are established two or three paces in rear, and the instructor commands: 1. *By file*, 2. *Right* (or *left*) *backward*, 3. *DRESS*, 4. *NEXT*, 5. *FRONT*. In this case the men execute the *back step* until they are a little beyond the line, and then dress up, taking steps of two or three inches, as already explained.

130. The recruits, having learned to align themselves man by man, are taught to align themselves in the ordinary manner. The instructor establishes either the right or the left man as the base file and commands: 1. *Right* (or *left*), 2. *DRESS*, 3. *FRONT*. At the command *dress*, all the men, except the base file, move up together and dress up to the new line as previously explained. The instructor places himself on the line, outside of and facing the base file, and verifies the alignment by ordering forward or back such files as may be in rear or in advance of the line; this done, he commands, *front*. If the new line be in rear of the first line, the instructor commands: 1. *Right* (or *left*) *backward*, 2. *DRESS*, 3. *FRONT*. At the command *dress*, all the men move backward together, until they are a little in rear of the new alignment, and then dress up together as previously explained.

131. Whenever the new alignment is but slightly in rear of the line, the instructor will command: 1. *Right* (or *left*) *backward*, 2. *DRESS*; but when it is some distance in rear, the instructor will cause the squad to move to the rear until it is beyond the new alignment, and then command: 1. *Right* (or *left*), 2. *DRESS*. A line should not be dressed to the rear a greater distance than three paces. *This rule is general.*

## MARCHING IN LINE

### To March in Line to the Front

132. The squad being accurately aligned, and at a halt, the instructor places a well-instructed man on the flank towards which the guide is to be, and commands: 1. *Forward*, 2. *Guide right* (or *left*), 3. MARCH.

At the command *march*, the men step off smartly with the left foot, the guide marching straight to the front. The men are taught to constantly conform to the following rules:

1st. Keep the elbows near the body, no matter in what position the hands are required to be in holding the rifle or saber; and open out neither arm.

2d. Touch lightly with the elbow or upper arm toward the side of the guide, so as just to feel the man next on that side without pressing against him.

3d. Yield to pressure coming from the side of the guide, and resist pressure coming from the opposite direction.

4th. Keep the head direct to the front, no matter on which side the guide may be.

5th. Maintain a step uniform with that of the guide both in length and cadence. However, if the alignment is lost, it will be gradually recovered by *shortening* or *lengthening* the step without changing the cadence, until regained, when the prescribed length of step will be resumed.

The instructor will impress upon the squad that the alignment can be preserved in marching only by the uniformity of step in length and cadence, by the touch of the elbow, and by the maintenance of the shoulders square with the line of direction.

133. The instructor, when necessary, indicates the cadence of the step by calling *one, two, three, four*; or *left, right, left, right*, etc., the instant the left and right foot, respectively, should be planted.

At other times, if the men lose the step, the instructor commands: STEP. The men glance toward the side of the guide, retake the step, and cast their eyes to the front.

### To March Backward

134. Being in line at a halt: 1. *Backward*, 2. *Guide right* (or *left*), 3. MARCH.

All the men take the back step, and preserve the alignment on the guide. The instructor observes that the men take steps of fifteen inches at the rate of one hundred and twenty per minute.

### To March to the Rear

135. Being in march: 1. *To the rear*, 2. MARCH, 3. *Guide right* (or *left*).

All the men execute the movement simultaneously at the command *march*, and upon stepping off in the new direction align themselves toward the guide.

### The Oblique March

136. For the purpose of instruction, the squad being accurately aligned, the instructor will cause each man to face half right or half left, point out to them their relative positions, and explain that these are to be maintained in the oblique march.

Being in line at a halt, or marching: 1. *Right* (or *left*) *oblique*, 2. MARCH.

Each man half faces to the right, at the same time stepping off in the new direction, preserving his relative position. As the men no longer touch elbows, they glance along the shoulders of the nearest files, toward the side to which they are obliquing, and regulate their steps so that each man's shoulder is always behind that of the man next on the right and that his head conceals the heads of the other men on that side. By maintaining a uniform length of step and the same degree of obliquity, the line of the rank is kept parallel to its original position.

137. At the command *halt*, given while obliquing, the men halt faced to the front.

138. Being in the oblique march, to resume the original direction: 1. *Forward*, 2. MARCH.

The men half face to the left or right in marching, according to whether they are executing right or left oblique, and then move straight to the front.

139. In the oblique march, the guide is always, without indication, on the side toward which the oblique is made. On resuming the direct march the guide is without indication on the side it was previous to the oblique. If the oblique be executed from a halt, the guide is announced on taking the direct march in line. *These rules are general.*



### To March by the Flank, in Column of Files

140. Being in line at a halt: 1. *Right* (or *left*), 2. *FACE*, 3. *Forward*, 4. *MARCH*; or, if marching in line: 1. *By the right* (or *left*) *flank*, 2. *MARCH*.

Executed by all the men simultaneously. The men cover in file and keep closed to facing distance, that is to say, *ten inches*.

The march by the flank is habitually executed in quick time; if necessary to march in double time the distance is increased to thirty-two inches.

A single rank faced to the right or left is called a *column of files*.

141. Marching in column of files, to change direction: 1. *column right* (or *left*); or, 1. *Column half right* (or *half left*), 2. *MARCH*.

At the command *march*, the leading file faces to the right, or half right, and moves in the new direction, followed by the other files, who successively face on the same ground. In facing, the files move over a quarter or an eighth of a small circle, the radius of which is eleven inches.

142. To halt the column of files, the instructor commands: 1. *Squad*, 2. *HALT*; and, to face it into line: 3. *Left* (or *right*), 4. *FACE*.

Marching in column of files, to march in line, the instructor commands: 1. *By the left* (or *right*) *flank*, 2. *MARCH*, 3. *Guide right* (or *left*).

### WHEELING AND TURNING

143. A *wheel* is a circular movement by which the front of four men, or a smaller number, is placed at right angles to its original position or changed ninety degrees. A *half wheel* is a circular movement by which a like front is placed at an angle of forty-five degrees to its original position.

An *about* is a circular movement by which the front of four men, or a smaller number, is placed facing to the rear, or changed one hundred and eighty degrees.

A *turn* is a movement circular in effect, but not circular in execution, by which the front of a greater number than four men is placed at right angles to its original position or changed ninety degrees. A *half turn* is a similar movement by which a like front is placed at an angle of forty-five degrees to its original position.

There is no movement prescribed in this Manual corresponding to the *about*, whereby a front of a greater number than four men can be faced to the rear, or changed one hundred and eighty degrees. This result must be obtained by executing two successive *turns*.

In other words, this Manual prescribes that any line consisting of four men or less shall change front by *wheeling*; and that any line consisting of a greater number than four men shall change front by *turning*. Practical experience under the three latest systems of drill regulations in the United States Army has demonstrated that four men or less *wheel* more easily than they *turn*, and that they persist in wheeling in spite of the provisions of the regulations which require them to change front when in fours or squads by turning. On the other hand, it is an established fact that a longer front *turns* more easily than it *wheels*, owing to the increasing difficulty of preserving the alignment as the number of men in line is added to. It is the purpose of this Manual to conform to what appears to be the natural tendency of the men, and hence it is provided that sets of twos and sets of fours shall change front by wheeling, while the next larger subdivision — the section — shall change front by turning.

144. For the purpose of teaching the principles of wheeling and turning, men will be formed in drill squads of not less than eight files front, — that is, two complete sets of fours. If this number is exceeded for any reason, there will always be twelve, sixteen, or some greater multiple of four in line, so that each set of fours may be complete. As a rule, a maximum of twelve should be the limit for one instructor, as with a greater number it will be found difficult to give the proper attention to the individual men.

Such a squad, having been accurately aligned, will be instructed and exercised in wheeling by fours, and in turning by squad.

145. Wheelings by fours or by twos are of two kinds: on *fixed* and on *moveable* pivots.

In movements from line into column of fours or column of twos, and from column of fours or twos into line, and in the *about* by fours or twos, each set of fours or twos wheels on a *fixed* pivot; that is, the pivot-man marks time strictly in his place, gradually turning his body to conform to the movement of the marching flank.

When a column of fours or twos changes direction, as in *column right* (or *left*), or in *column half right* (or *half left*), and as in executing on *right* (or *left*) into line from column of fours, each set of fours or twos wheels on a *moveable pivot*; that is, the pivot-man, instead of turning in his place, takes steps of ten inches in quick time and twelve inches in double time, and thus gains ground forward in describing a small curve or arc of a circle the radius of which, measuring from the wheeling point to the pivot-man, is equal to one half of the front of the subdivision, or forty-four inches in case of a set of fours, and twenty-two inches in case of a set of twos.

146. During a wheel, the guide, without indication, is on the marching flank; upon the completion of the wheel, the guide, without indication, is on the same flank as before the movement.

147. Care will be taken to impress upon the men the necessity of avoiding a common error in wheeling which is especially apt to occur in a drill room or other restricted area, and which consists in the pivot-man *backing off* instead of holding his ground in a wheel on a fixed pivot or advancing in a wheel on a moveable pivot. The effect of this error is to shift the wheeling point from the flank into the middle of the line, and renders accurate formations impossible.

148. Turnings are of two kinds: the *turn and halt*, and the *turn and advance*. During a turn, the guide, without indication, is always on the pivot flank. It will be noted that this is just the opposite rule to that in the case of wheels. In the *turn and advance*, the guide remains on the pivot flank until the full step is resumed, when the guide will always be announced, even if it is to be on the same flank.

#### To Wheel on a Fixed Pivot

149. The squad being divided evenly into sets of fours, and correctly aligned: 1. *Fours right* (or *left*), 2. MARCH, 3. *Squad*, 4. HALT.

At the command *march*, the men in each set of fours, except the pivot-man, step off with the left foot; the pivot-man marks time strictly in his place, gradually turning his body to conform to the movement of the man on the marching flank who takes steps of thirty inches in describing the arc of a circle on the pivot-man, the radius of which is equal to the front of the four,

advances his left shoulder a little, casts his eyes along the rank toward the pivot flank, and feels lightly the elbow of the next man on that side, but never pushes him. The other men, including the pivot-man, turn their heads slightly toward the marching flank, eyes fixed on the line of the eyes of the men on that side, touch with the elbow toward the pivot, and resist pressure from the marching flank. Numbers Two and Three conform to the movement of the marching flank, and preserve the alignment by reducing the length of their steps, but maintaining the cadence.

The command *squad* is given the instant the men begin to move, and indicates to them that the command *halt* is to follow.

The command *halt* is given at the instant when the men lack but one step of completing the quarter circle. All the men halt on a line at right angles with the original line.

150. The squad is caused to wheel by twos instead of by fours by substituting the word *twos* for *fours* in the command. The movement is executed on the same principles as explained for fours.

151. In all wheelings by fours and by twos, the forward march is taken up upon the completion of the movement, unless the command *halt* is given. Each set of fours in rear of the first maintains accurately the distance of seventy-six inches from the preceding four; and each set of twos, the distance of thirty-two inches from the preceding set of twos. *These rules are general.*

152. Being in column of fours, at a halt, or marching, to form line to the right or left, and halt: 1. *Fours right* (or *left*), 2. MARCH, 3. *Squad*, 4. HALT.

Executed as previously explained.

To form line to the right or left and advance: 1. *Fours right* (or *left*), 2. MARCH, 3. *Guide right* (or *left*).

The third command is given as the fours unite in line.

153. Line is formed from column of twos on the same principles, substituting the word *twos* for *fours*.

#### The About

154. The squad being in line, at a halt, or marching: 1. *Fours right* (or *left*) *about*, 2. MARCH, 3. *Squad*, 4. HALT: or 3. *Guide right* (or *left*).

At the command *march*, each set of fours wheels one hundred



and eighty degrees to the right on a fixed pivot, in accordance with the principles explained in par. 149.

The command *halt* is given at the instant when the men lack but one step of completing the half circle.

If the squad is to move forward upon the completion of the about, the guide is announced as the fours unite in line.

155. Being in column of fours, at a halt, or marching: 1. *Fours right (or left) about*, 2. MARCH, 3. *Squad*, 4. HALT.

Executed in the same manner as from line. If the column is to move in the new direction after the about is completed, the third and fourth commands will be omitted.

156. Being in column of twos, the *about and halt*, and the *about and advance*, are executed by the same command and means as explained for a column of fours, substituting the word *twos* for *fours* in the command.

The about by twos is not executed from line.

### To Wheel on a Moveable Pivot

157. If but a single set of fours be present, it will be assumed, for the purpose of instruction in wheeling on a moveable pivot, to be the leading four of a column of fours; if more than one set of fours be under instruction, they will be formed in column of fours at a distance of seventy-six inches, and the fours in rear will successively execute each wheel on the same ground as the leading four, moving forward until the wheeling point is reached.

158. Marching in column of fours: 1. *Column right (or left)*, 2. MARCH.

The leading four wheels to the right in accordance with the principles explained in par. 149, except that the pivot-man, instead of turning in his place, takes steps of ten inches in quick time, or twelve inches in double time, and clears the wheeling point as explained in par. 145; as soon as the half circle is completed, all the men in the four step off in the new direction with the full step and continue the march. Each four in rear moves forward and wheels on the same ground.

159. Being in column of fours at a halt, to put the column in march and change direction at the same time: 1. *Forward*, 2. *Column right (or left)*, 3. MARCH.

The leading four wheels to the right on a moveable pivot, as

explained in par. 158. The fours in rear move forward and successively wheel on the same ground.

160. Marching in column of fours: 1. *Column half right (or half left)*, 2. MARCH; or, being in column of fours at a halt: 1. *Forward*, 2. *Column half right (or half left)*, 3. MARCH.

The leading four wheels forty-five degrees to the right on a moveable pivot, as explained in par. 158, and when the eighth of a circle has been completed, moves in the new direction. Each four in rear moves forward and wheels on the same ground.

161. A column of twos changes direction by the same commands and means as a column of fours.

### To Turn and Halt

162. The squad being in line at a halt: 1. *Squad right (or left)*, 2. MARCH, 3. FRONT.

At the command *march*, the man on the right, who is the pivot-man, executes *right face*; the other men half face to the right, step off in quick time, move by the most direct line, and place themselves successively upon the alignment established by the pivot-man; all dress to the right without command. The instructor hastens to the pivot flank, places himself outside the flank, and faces down the line. When the last file has arrived on the line, the instructor verifies the alignment and commands *front*.

163. If marching in line, the movement is executed by the same commands and in the same manner. The pivot-man halts and faces to the right; the other men half face to the right in marching, and, without changing the length or cadence of the step, place themselves upon the alignment established by the pivot man. The movement is completed as from a halt.

164. *Squad half right (or half left)* is executed in the same manner, except that the pivot-man makes a half face to the right.

### To Turn and Advance

165. The squad being in line at a halt: 1. *Right (or left) turn*, 2. MARCH, 3. *Full step*, 4. MARCH, 5. *Guide right (or left)*.

At the second command, the man on the right flank, who is the pivot-man, faces to the right, and steps off with the half step; the other men half face to the right, step off with the full step in

quick time, move by the most direct line, and place themselves successively in line with the pivot-man, taking the half step immediately upon their arrival. When the last man has arrived on the new line, the third and fourth commands are given, at which all take the full step.

166. If marching in line, the movement is executed by the same commands and in the same manner. The pivot-man faces to the right in marching, stepping off in the new direction with the half step; the other men half face to the right in marching, and without changing the length or cadence of the step, and moving by the shortest line, place themselves successively in line with the pivot-man, taking the half step immediately upon their arrival. The movement continues as from a halt.

167. To "face" (or "half face") "in marching," turn on the ball of either foot, and step off with the other foot in the new line of direction.

168. *Right* (or *left*) *half turn* is executed in the same manner, except that the pivot-man half faces to the right in marching.

169. Should the command *halt* be given after the execution of a turn has commenced but before its completion, only those men on the new line halt; the others halt on arriving on the line; all dress toward the pivot without command. The instructor verifies the alignment from the pivot flank and commands *front*. (See par. 20.)

### STACK ARMS

170. The sole addition to the manual of arms that belongs in the school of the squad is *stack arms*, the execution of which requires the coöperation of three men. Practically all rifles are now provided with the stacking swivel, and this device is the only means of stacking arms except in the case of the older models which were provided with the triangular bayonet.

Arms should not be stacked on a floor or smooth pavement, as the stacks will not stand, but fall at the least jar.

#### To Stack Rifles Provided with the Stacking Swivel

171. Three pieces only are used in making a stack; pieces not so used are, in this connection, termed "loose pieces." Preparatory to stacking arms, the squad must have counted fours and must be in line at order arms.

172. The instructor commands: 1. *Stack*, 2. *ARMS*.

At the command *stack*, Number Three passes his piece to Number Two, who places it with the butt resting between his feet, barrel to the front, muzzle inclining slightly to the front and opposite his right elbow, left hand at the upper band, thumb and forefinger raising the stacking swivel; Number Two then grasps his own piece between the bands, and throws the butt about two feet in advance of his right toe and opposite the center of the interval between himself and the Number One man, barrel to the rear, the right hand slipping to the upper band, the thumb and forefinger raising the stacking swivel, which he engages with that of Number Three's piece; Number One raises his piece with the right hand, carries it well forward, barrel to the front, the left hand raising and guiding the stacking swivel, the lower hook of which he engages with the free hook of Number Two's piece; Number One then turns the barrel of his own piece outward into the angle formed by the other two pieces, and holds the butt about four inches above the ground, and six inches in front of the line of the toes.

At the command *arms*, Number One carries the butt of his piece up and to the front with a circular motion so as to avoid injuring the sight, and lowers the butt to the ground, to the right of and against the toe of his right foot. Number Four's piece is passed along to Number Two, who lays it on the stack, and all resume the attention.

173. When a section stacks arms, the piece of the right guide is passed along to Number Two of the first four, who lays it on the stack, and that of the left guide is passed along to Number Two of the left four, who lays it on the stack of that four. The espartoon of the Sergeant is laid across the top of two adjoining stacks. The halberds of the Officers are laid across the top of adjoining stacks near their respective posts, and the colors, rolled closely about the pikes, are laid across the top of the stacks of the color section. One of the color guards retains his piece, and posts himself as sentinel over the color stacks as soon as the color section breaks ranks. If the men are dismissed or permitted to fall out, each Sergeant, except the Sergeant commanding the color section, will post one armed man, as a sentinel, over the stacks of his section.

174. To take arms, the instructor causes the men to fall in, taking their places in rear of the stacks, if not already there, and commands: 1. *Take*, 2. *ARMS*.



At the command *take*, the loose pieces are taken from the stack by the Number Two man and passed along to their owners; Number Two then grasps his own piece with the right hand, and the piece of Number Three with his left hand, grasping both between the bands; Number One grasps his piece in the same way with the right hand.

At the command *arms*, the Number One man disengages his own piece by raising the butt from the ground and turning the piece to the right; the Number Two man disengages and detaches the piece of Number Three from his own by turning it to the left, and passes it to the latter; all resume the position of order arms.

### To Ground Arms

175. Indoors, and on smooth ground or paving, when stacks cannot be made to stand, the rifles may be laid on the floor or ground, if perfectly dry and clean, instead of stacked. Being in line, at order arms, the instructor commands: 1. *Ground*, 2. *Arms*.

At the command *arms*, each man advances the left foot about fifteen inches directly to the front, bends the body to the front from the hips, resting the left hand on the left knee, and places his rifle on the ground, barrel to the left, the heel of the butt beside the right toe, the muzzle directly to the front. The piece having been placed as above prescribed, the position of attention is resumed, the left foot being brought back on the line of the right.

176. To take arms, the instructor causes the men to fall in, each in rear of his piece, if not already there, and commands: 1. *Take*, 2. *Arms*.

The men bend over as prescribed in Par. 175, grasp their rifles between the bands, and resume the order arms.

## PART FOUR

### SCHOOL OF THE SECTION

177. The movements of the section are explained for either three or four sets of fours. The fours are numbered from right to left in line, and from head to rear in column; these designations change when, by facing about, the right becomes the left of the line, or the head becomes the rear of the column. For clearness, the first four will be frequently termed the "leading" four, when in column.

#### Posts of Sergeant and Guides

178. In line, the Sergeant, as section commander, is two paces in front of the center of his section.

In column of fours, the Sergeant is by the side of the leading guide, on his left when the right four is in front, and on his right when the left four is in front.

In line, the right guide is on the right of the section, and the left guide is on the left.

In columns of fours, when the right four is in front, the right guide is thirty-two inches in front of the Number Four man of the first four, and the left guide is thirty-two inches in rear of the Number Four man of the left four; when the left four is in front, the left guide is thirty-two inches in front of the Number One man of the leading four, and the right guide is thirty-two inches in rear of the Number One man of the rear four.

#### To Size the Section

179. The Sergeant causes the men to fall in in column of files, in rear of the right guide. He then re-arranges them according to height so that the tallest man will be on the right and the shortest on the left upon facing into line. Whenever a strict observance of relative height brings an inexperienced man on

the flank of a four, the Sergeant will cause him to change places with the nearest trained man, even though the departure from the rule as to stature is noticeable; for it is of the first importance that Numbers One and Four of each set of fours shall be well drilled and reliable. The arrangement of the men having been completed, the left guide covers the rear man at facing distance, and the Sergeant commands: 1. *Left*, 2. *FACE*, 3. *Count*, 4. *FOURS*.

At the second command, the men face to the left into line. At the fourth command, beginning with the man next on the left of the right guide, the men count *one, two, three, four, one, two, three, four*, and so on to the left, exclusive of the left guide.

The men are then cautioned to take notice of their respective positions in the section, and to habitually form in the same order thereafter during the same drill, parade, or tour of duty. Whenever any considerable change in the personnel of the section occurs the Sergeant will resize the same in the manner above prescribed.

### To Form the Section

180. An infantry section, armed with the rifle, is formed as follows: At the command or signal to assemble, the Sergeant, unless armed with the espartoon, draws his sword, takes his position in front of where the center of the section is to be, and facing it, commands: *FALL IN*.

The right guide places himself, facing to the front, where the right of the section is to rest, and at such a point that the center of the section will be opposite and two paces from the Sergeant; the men then rapidly form in line on the left of the right guide, each taking his proper place, aligning himself to the right, and turning his head and eyes to the front as soon as aligned. The left guide superintends and assists in the formation from the rear, and takes his own post as soon as the last man is aligned.

The Sergeant then commands: 1. *Right shoulder*, 2. *ARMS*, 3. *Attention to roll call*, and calls the roll, each man answering "Here" as his name is called. While calling the roll, the sword of the Sergeant, if drawn, is held suspended to the wrist by the saber knot.

The roll having been called, the Sergeant comes to *carry sword* (or *saber*), and commands: 1. *Count*, 2. *FOURS*. Fours having been counted, the Sergeant proceeds with the drill, or, if the formation of the Wing or Company is to follow, he commands:

*At ease*, and awaits the command or signal for the second formation.

If the men are armed with rifles which are used for target practice, or for firing with blank cartridges, the Sergeant, after fours have been counted, commands: 1. *Port*, 2. *ARMS*, 3. *Open*, 4. *CHAMBER*, 5. *Close*, 6. *CHAMBER*, 7. *Order*, 8. *ARMS*.

181. An artillery section, armed with the saber or sword, is formed on the same principles. The Sergeant does not draw his sword until fours have been counted. He then commands: 1. *Draw*, 2. *SABER* (par. 118). All the men draw sabers.

182. Whenever a section falls in without arms, it is formed as when under arms, omitting the movements which relate to the weapon.

183. When the Sergeant carries the espartoon, the sword, if worn, is habitually sheathed. When calling the roll from a book or card, the espartoon is held diagonally across the body, the pike being supported by the left forearm against the left breast, the ferule resting against the inner side of the right foot. When calling the roll from memory, the espartoon is held at the order. A Sergeant, with drawn sword, calling the roll from memory, holds the sword at the carry.

### To Dismiss the Section

184. To dismiss an infantry section, the Sergeant brings it into line at a halt, if not already there, takes his post two paces in front of its center, and facing it, commands: 1. *Port*, 2. *ARMS*, 3. *DISMISSED* (or 1. *Port*, 2. *ARMS*, 3. *Open*, 4. *CHAMBER*, 5. *Close*, 6. *CHAMBER*, 7. *DISMISSED*).

185. To dismiss an artillery section, the Sergeant brings it into line at a halt, if not already there, takes his post two paces in front of its center, and facing it, commands: 1. *Return*, 2. *SABER*, 3. *DISMISSED*.

### Alignments

186. The alignments are executed as prescribed in the School of the Squad (pars. 129 to 131).

At each alignment, the Sergeant first establishes the right or the left guide, according as to whether the alignment is to be to the right or to the left, and then steps back two paces in prolongation of the line before giving his commands.



## Manual of Arms, etc.

187. The section executes the *halt, rests, facings, steps, marchings, manual of arms, assembles, resumes attention, stacks and takes arms, and grounds and takes arms*, as explained in the Schools of the Soldier and the Squad, substituting in the commands *section* for *squad*.

## The Turnings

188. The turn, or half turn, and advance, is executed as explained for a squad in pars. 165 to 169, and by the same commands and means.

The turn, or half turn, and halt, is executed as explained for a squad in pars. 162 to 164, except that *section* is substituted for *squad* in the commands, and except that the guide on the pivot flank halts or stands fast and resumes his place at the command *front*. It will be noticed that, in the section drill, the *pivot-man* is not the guide, but the man next the guide, and that at the completion of the turn the guide is facing down the line, with the breast of the pivot-man against his arm.

## Marching in Line, to Effect a Slight Change of Direction

189. The Sergeant commands: *Incline to the right (or left)*.

The guide advances gradually the left shoulder and marches in the new direction; all the files advance the left shoulder and conform to the movements of the guide, lengthening or shortening the step, according as the change is toward the side of the guide, or the side opposite.

This movement is of great value in street parades, where the streets curve gradually, making it necessary to modify the direction of the march to conform to the curvatures, but not sufficiently to require a half turn.

## Being in Line, to March by the Flank in Column of Fours

190. The Sergeant commands: 1. *Fours right (or left)*  
2. MARCH.

Executed as explained in pars. 149 to 151, inclusive. The guides move forward, inclining to the right, describing a short eccentric curve, and place themselves, respectively, thirty-two inches in front of and in rear of the Number Four men of the

leading and rear four. The Sergeant takes his post beside the leading guide at the command *march*, moving in double time.

The men on the flank of each four toward the side of the guides are the guides, respectively, of their fours, and maintain accurately the step and the distance; that is to say, the guide of the leading four maintains the distance of thirty-two inches from the leading guide, and the guides of each four in rear maintain the distance of seventy-six inches from the guide of the preceding four. The other three files of each four align themselves on the guide of the four and cover in file the corresponding numbers in the preceding fours. *These rules are general.*

## Being in Line, to March by the Flank in Column of Twos

191. The Sergeant commands: 1. *Twos right (or left)*,  
2. MARCH.

Executed as explained for fours in pars. 149 to 151, inclusive, and in par. 190. The right guide is thirty-two inches in front of the leading set of twos, and the left guide is thirty-two inches in rear of the rear set of twos. The distance between each set of twos is thirty-two inches.

## Being in Line, to Form Column of Fours or Twos and Halt

192. The Sergeant commands: 1. *Fours (or Twos) right (or left)*, 2. MARCH, 3. *Section*, 4. HALT.

Executed as explained in pars. 149 to 151 inclusive, and in pars. 190 and 191. Upon halting all the men dress toward the side of the guide and cover in file. The Sergeant takes his post beside the leading guide at the command *halt*.

## Marching in Column of Fours or Twos, to Change Direction

193. The Sergeant commands: 1. *Column right (or left)*,  
2. MARCH; or 1. *Column half right (or half left)*, 2. MARCH.

Executed as prescribed in pars. 158, 160, and 161. The guides wheel in the same manner as if they were part of a complete set of fours or twos.

## To Put the Column of Fours or Twos in March and Change Direction at the Same Time

194. The Sergeant commands: 1. *Forward*, 2. *Column right (or left)*; or 2. *Column half right (or half left)*, 3. MARCH.

Executed as explained in pars. 159, 160, and 161.

### Being in Line, to Form Column of Fours or Twos and Change Direction

195. The Sergeant commands: 1. *Fours right* (or *left*), 2. *Column right* (or *left*), or 2. *Column half right* (or *half left*), 3. MARCH.

Each four executes *fours right*; the leading four, as soon as its wheel to the right is completed, immediately wheels to the right or half right on a moveable pivot and continues the march in the new direction; the other fours move forward as soon as they have wheeled to the right, change direction on the same ground and in the same manner as the leading four, and follow the same.

The section forms column of twos and changes direction on the same principles, substituting in the commands *twos* for *fours*.

### Being in Line, to March in Column of Fours to the Front

196. The Sergeant commands: 1. *Right* (or *left*) *forward*, 2. *Fours right* (or *left*), 3. MARCH.

At the command *march*, the right guide obliques to the left and places himself thirty-two inches in front of the left file of the right four; the right four moves straight to the front, shortening the first three or four steps until the guide is in place; the second four wheels to the right on a fixed pivot, and when its wheel is two thirds completed, wheels to the left on a moveable pivot and follows the first four; the remaining fours wheel to the right on a fixed pivot, move forward when the wheel is completed, and successively wheel to the left on a moveable pivot upon the same ground as the second four, following the preceding fours.

### To Oblique in Column of Fours, and to Resume the Direct March

197. The Sergeant commands: 1. *Right* (or *left*) *oblique*, 2. MARCH.

Each four obliques as explained for the squad in pars. 136 and 139. The leading guide is the guide of the column when the oblique is toward his flank; when the oblique is toward the flank opposite the guide, the guide of the leading four is the guide of the column. The guides of the fours in rear so regulate their advance with reference to the guide of the column that

upon halting or upon resuming the direct march all the files will be covering from the head to the rear of the column.

198. To halt the column, the Sergeant commands: 1. *Section*, 2. HALT.

All halt, faced to the front. See also par. 20.

199. To resume the direct march from the oblique march in column of fours, the Sergeant commands: 1. *Forward*, 2. MARCH.

All half face to the right or left in marching, and move in the original direction.

### Being in Line, to Face or March to the Rear

200. The Sergeant commands: 1. *Fours right* (or *left*) *about*, 2. MARCH, 3. *Section*, 4. HALT, or 3. *Guide right* (or *left*).

Executed as explained for the squad in par. 154. The guides move on the arc of a circle of about half the diameter of that described by the marching flank of the fours, and place themselves on the new flanks of the section as the fours unite in line. The Sergeant faces to the rear, passes through between the nearest fours as they wheel, and places himself two paces in front of the section, opposite its center.

A section may be temporarily faced to the rear when at a halt by the commands: 1. *About*, 2. FACE; or when marching, by the commands: 1. *To the rear*, 2. MARCH, 3. *Section*, 4. HALT. In this case the Sergeant faces with the section, but remains in its original front, now the rear.

A section may be marched a short distance to the rear by the commands: 1. *About*, 2. FACE, 3. *At trail*, 4. *Forward*, 5. MARCH, given when halted, or by the commands: 1. *To the rear*, 2. MARCH, given when marching. In this case the Sergeant faces with the section, but remains in its original front, now the rear.

A section may be moved a few paces to the rear by the commands: 1. *Backward*, 2. *Guide right* (or *left*), 3. MARCH, 4. *Section*, 5. HALT. The Sergeant faces his section before giving the first command, and faces to the front again after the command halt.

### To Face or March the Column of Fours to the Rear

201. The Sergeant commands: 1. *Fours right* (or *left*) *about*, 2. MARCH, 3. *Section*, 4. HALT.

Executed as explained for the squad in par. 155. If the column is to move in the new direction after the about is com-



pleted, the third and fourth commands will be omitted. The right guide wheels to the right about as though he were on the marching flank of a set of fours, inclines to the left when the about is nearly completed, and follows the Number One man of the first four, now the rear four, at thirty-two inches. The left guide moves to the right during the about, and places himself thirty-two inches in front of the Number One man of the new leading four the instant its about is completed. The Sergeant moves to the rear during the about, and places himself beside the left guide.

A section may be temporarily faced to the rear, or marched a short distance to the rear, by the same commands and means as explained in par. 200 for a section in line; and it may be moved a few paces to the rear by the commands: 1. *Backward*, 2. *MARCH*, 3. *Section*, 4. *HALT*. During these movements the Sergeant and the guides retain their relative positions with reference to the section.

#### To Form Line to the Right or Left from Column of Fours

202. The Sergeant commands: 1. *Fours left (or right)*, 2. *MARCH*, 3. *Guide right (or left)*; or 3. *Section*, 4. *HALT*.

Executed as explained for the squad in par. 152. The guides describe a short eccentric curve forward and to the left, and place themselves respectively on the right and left flanks of the section. The Sergeant moves by the shortest line to his position two paces in front of the section.

The guide is announced, or the command *halt* is given, the instant the fours unite in line.

#### To Form Line on the Right or Left from Column of Fours

203. The Sergeant commands: 1. *On right (or left) into line*, 2. *MARCH*, 3. *Section*, 4. *HALT*, 5. *FRONT*.

At the command *march*, the leading four wheels to the right on a moveable pivot and moves forward, the right guide placing himself on its right to conduct it; each of the other fours marches a distance equal to its front beyond the wheeling point of the four next preceding, wheels to the right and advances as explained for the first four; the rear guide places himself on the left of the rear four after it halts; each four, while moving forward after wheeling, aligns itself to the right in marching.

At the command *halt*, given when the leading four has advanced a distance equal to the front of the section in the new direction, it halts and dresses to the right; the other fours successively halt slightly in rear of the line, and at once dress on the fours already aligned. The command *front* is given when the left guide, who is the last to arrive on the line, has finished dressing.

204. In all movements where it is prescribed that the leading four or subdivision moves to the front a distance equal to the front of a section, and then halts, it may be halted at a less distance when necessary. *This rule is general.*

#### To Form Line to the Front from Column of Fours

205. The Sergeant commands: 1. *Left (or right) front into line*, 2. *MARCH*, 3. *Section*, 4. *HALT*, 5. *FRONT*.

At the command *march*, the leading guide obliques to the right, shortening his step, and places himself on the right of the leading four which moves straight to the front; the other fours oblique to the left until opposite their places in line, when each marches to the front.

At the command *halt*, given when the leading four has advanced a distance equal to the front of the section, it halts and dresses to the right; the other fours successively halt slightly in rear of the line, and at once dress on the fours already aligned. The guide in rear places himself on the line after the rear four halts. The command *front* is given when the left guide, who is the last to arrive, has finished dressing.

206. Marching in column of fours in quick time, to form line to the front and continue the march, the Sergeant commands: 1. *Left (or right) front into line*, 2. *Double time*, 3. *MARCH*, 4. *Guide right (or left)*.

The leading four continues to move straight to the front in quick time, the right guide placing himself on its right as above explained; the other fours oblique in double time, each taking the quick time and aligning itself to the right upon arriving in line.

A column of fours marching in double time forms line to the front by the same commands and means. The leading four takes the quick time at the command *march*, and continues to advance; the other fours oblique and take the quick time upon arriving in line. If the double time is to be resumed, the Sergeant commands: 1. *Double time*, 2. *MARCH*, when the whole

section has arrived in line; otherwise the section continues to advance in quick time.

### Marching in Line, to Pass Obstacles

207. According as to whether the obstacle to be passed is opposite the right or the left of the section, the Sergeant commands: 1. *One four* (or, *so many fours*) *from right* (or *left*) *to rear*, 2. MARCH.

At the command *march*, the designated fours execute *left forward*, *fours left*, on the four that remains in line next on their left.

The guide closes on the fours that remain in line.

When the obstacle has been passed, the fours that have broken to the rear are formed in line at the commands: 1. *Rear fours, right* (or *left*) *front into line*, 2. *Double time*, 3. MARCH.

Executed by the rear fours as explained in par. 206. The guide, at the command *march*, hastens to the point where the flank of the section will be when the movement is completed.

A section composed of but three sets of fours will break but one four to the rear; if the obstacle covers more than the front of one four, column of fours will be formed. A section composed of four sets of fours may break two fours to the rear, if necessary; if the front must be further reduced, column of fours, or even twos or files, will be formed. Having passed the obstacle, line is again formed by the appropriate commands.

### Column of Twos

208. Being in column of fours, to form column of twos, the Sergeant commands: 1. *Right* (or *left*) *by twos*, 2. MARCH.

At the command *march*, the two files on the right of each four move forward; the two files on the left mark time until disengaged, when they oblique to the right and follow the right files; the guides hasten to place themselves in front of the left file of the leading set of twos, and in rear of the left file of the rear set of twos, respectively.

The distance between ranks in column of twos is thirty-two inches; the guides maintain the same distance in front of and in rear of the column.

209. Being in column of twos, to form column of fours, the Sergeant commands: 1. *Form fours*, 2. *Left* (or *right*) *oblique*, 3. MARCH.

If at a halt, the leading two of each set of fours stand fast at the command *march*; the two rear files oblique to the left until they uncover the leading two, then move to the front and halt on the line of the leading two; the guides place themselves in front of the left file of the leading four, and in rear of the left file of the rear four, respectively; all the fours dress to the left.

If marching, the leading two of each set of fours take the half step; the two rear files oblique to the left until they uncover the leading two, then move to the front; the fours having united, all take the full step; the guides oblique to the left until opposite the left files, when they resume the direct march; all the fours align themselves to the left.

210. To form column of twos from line, see par. 191, and par. 192; to change direction while marching in column of twos, see pars. 158, 160, 161, and 193; column of twos is formed from line and direction changed as explained in par. 195; the column of twos is put in march and direction changed as explained in par. 194; the column of twos obliques as explained for fours in par. 197, is halted as explained in par. 198, and resumes the direct march as explained in par. 199; and the column of twos is faced or marched to the rear by the same commands and means as a column of fours, as explained in par. 201, substituting the designation *twos* for *fours*.

211. To form line to the right or left from column of twos, the Sergeant commands: 1. *Twos right* (or *left*), 2. MARCH 3. *Guide* (right or left); or 3. *Section*, 4. HALT.

Executed as explained in pars. 152, 153, and 202.

212. On right or on left into line, and right or left front into line are not executed from a column of twos; and there is no movement by twos corresponding to right forward fours right or left forward fours left. It is also to be noted that a section should not be faced or marched to the rear when in line by the commands *twos right about*, *march*, although this is prescribed when in column of twos.

### Column of Files

213. Being in column of fours, to form column of files, the Sergeant commands: 1. *Right* (or *left*) *by file*, 2. MARCH.

At the command *march*, the right file of each set of fours moves forward; the other files mark time until disengaged,



when they successively oblique to the right, each following the file next on the right until formed in column on the right file. The guides oblique to the right and place themselves at the head and rear of the column respectively.

The distance between files in column of files is facing distance, i.e. ten inches, and the guides maintain the same distance in front of and in rear of the column.

214. A column of twos forms column of files at the same commands and by the same means as explained for a column of fours.

215. Column of files is formed from line by the commands: 1. *Right* (or *left*), 2. *FACE*, and line is formed again by the same commands.

216. Being in column of files, to form column of fours, the Sergeant commands: 1. *Form fours*, 2. *Left* (or *right*) *oblique*, 3. *MARCH*.

If at a halt, the leading file of each set of fours stands fast at the command *march*; the three rear files oblique to the left until each successively uncovers the preceding file, when he moves to the front and halts on the line of the leading file; the guides place themselves thirty-two inches in front of the left file of the leading four, and thirty-two inches in rear of the left file of the rear four, respectively, as soon as those files arrive in line; all the fours dress to the left.

If marching, the leading file of each set of fours takes the half step; the three rear files oblique to the left until each successively uncovers the preceding file, when he moves to the front and, on arriving in line with the leading file, takes the half step, aligning himself to the right; the fours having united in line, all take the full step; the guides oblique to the left until opposite the left files, when they resume the direct march, placing themselves thirty-two inches in front of and in rear of the column, respectively; all the fours align themselves to the left.

217. The column of files changes direction as explained in par. 141.

218. Being in column of files to form column of twos, the Sergeant commands: 1. *Form twos*, 2. *Left* (or *right*) *oblique*, 3. *MARCH*.

Executed on the principles explained in par. 216 for forming column of fours from column of files.

### Route Step, and the March at Ease

219. When the section is marching under conditions which do not call for precision, and it is desirable to relax from the strictness of formal drill, the Sergeant commands: 1. *Route step*, 2. *MARCH*.

The men carry their pieces at will, keeping the muzzles elevated, or, if armed with the saber, they return the same without command. They are not required to preserve silence nor to keep the step. On long marches they may be permitted to smoke. The ranks cover and preserve their distance.

To take the route step from a halt, the Sergeant commands: 1. *Forward*, 2. *Route Step*, 3. *MARCH*.

To march at ease, the Sergeant commands: 1. *At ease*, 2. *MARCH*.

The section marches as in the route step, except that silence is preserved, and smoking will not be permitted. Sabers are carried at will, but are not sheathed.

The column of fours is the habitual formation when the route step or march at ease is used. However, a section in line, or in column of twos or files may march in the route step or at ease when necessary.

The route step or march at ease is taken in severe weather, when marching on rough or slippery ground, and invariably when marching over a bridge, stairway, or other structure which may be weakened by the strain of a body of troops moving with the cadenced step. In such cases the men will be cautioned to break step.

Upon halting while marching in the route step, the men, after aligning themselves, come to the rest at order arms without command; and while marching at ease, if halted, they stand at ease at order arms.

All prescribed movements and evolutions may be executed at the route step or when marching at ease by the same commands and means as when marching at attention.

220. Marching at ease, or in the route step, to resume the attention and cadenced step, the Sergeant commands: 1. *Section*, 2. *ATTENTION*.

At the command *attention*, sabers are drawn and brought to the carry, the pieces are brought to the right shoulder, and the cadenced step in quick time is resumed.

## PART FIVE

## SCHOOL OF THE COMPANY

221. For convenience in giving commands in the movements and evolutions of the Company, the Infantry Wing and the Artillery Wing are respectively designated the "First Platoon," and the "Second Platoon." The sections in each wing retain the numerical designations, "First Section," "Second Section," etc., which indicate their positions in the line as originally formed, from right to left, irrespective of the subsequent order of the sections upon the completion of a change of formation.

222. The Captain commands the Company, if present; if absent, the senior Lieutenant present succeeds to the command, and performs the duties prescribed for the Captain. The First Lieutenant, if present, commands the Infantry Wing, or, as it is tactically designated, the "First Platoon," and in like manner, the Second Lieutenant, if present, commands the Artillery Wing, or "Second Platoon." If either or both Lieutenants are absent or are acting in the place of an absent superior, the senior officer present will detail acting Lieutenants to fill the vacancies.

223. Whenever the Captain gives a preparatory command for a movement to be executed in unison by the Company, such preparatory command will be repeated by each Lieutenant to his wing, and in turn repeated by each Sergeant to his section. The movement will be executed at the command of execution given by the Captain, which command will not be repeated.

At the preparatory command for a movement which is not executed in unison by the Company, the Lieutenants and Sergeants give the appropriate preparatory commands to their wings and sections. The Captain waits until this has been done before giving the command of execution which is repeated

by the Lieutenants and Sergeants in such a manner as to insure the execution of the movement by their respective subdivisions at the proper time.

224. In changes from one formation to another, each officer and Sergeant moves to his proper post in the new formation in the most convenient way as soon as practicable after the command of execution, except in changes from line to column of fours and the reverse, in which cases Sergeants in command of sections move to their new posts at double time as soon as practicable after the preparatory command indicates the new formation.

## Formations

225. The School of the Company consists (1) of the several formations of the Company, (2) of the movements which may be executed in each formation, and (3) of the evolutions by which the change from one formation to another may be effected.

As noted in the definitions (par. 2), the *formation* of the Company is the arrangement of its subdivisions in regular order. It is quite clear that the several subdivisions of the Company may be thus arranged in a great number of ways with reference to one another, and each of such arrangements would constitute a *formation*. However, of the many possible formations, only a few are useful or desirable for the purposes of this Company, and these alone are explained in this Manual.

The authorized formations are as follows:

1. In line.
2. In two lines; or column of platoons (wings).
3. In double column; or line of platoons (wings) in column of sections.
4. In column of sections.
5. In column of fours.
6. In open square.

## The Company in Line

226. The two wings are on the same alignment, with an interval of twenty-four paces between them. The sections in each wing are in line, flank to flank, and without intervals, the right elbow of each right guide, except the one on the right of the wing, touching lightly the left elbow of the left guide of the section next on the right.



Each Sergeant commanding a section is posted two paces in front of the center of his section.

Each Lieutenant commanding a wing is posted twenty paces in front of his wing and opposite its center. Each Wing Adjutant is posted three paces to the rear and one pace to the right of the Lieutenant.

The Captain is posted sixty paces in front of the Company and opposite its center. The Adjutant is three paces to the rear and one pace to the right of the Captain. The Commissioned Staff, formed in one rank, is six paces in rear of the Captain, and the Noncommissioned Staff, formed in one rank, is six paces in rear of the Commissioned Staff.

227. The Captain, Adjutant, Commissioned Staff, and Noncommissioned Staff face the line except when rendering honors. When a person entitled to be saluted takes post in front of the Company, the Captain faces to the front, and the Adjutant, Commissioned Staff, and Noncommissioned Staff move by the flank and take the same relative posts in the Captain's rear in the manner explained in par. 236.

This position, facing to the front, is retained as long as the person saluted remains in front of the Company, except that if he be a reviewing officer, the rules for the ceremony of review are followed; but even at reviews, the foregoing officers and the Noncommissioned Staff face to the front whenever the Captain takes post in front of the Company.

228. The band is posted on the right of the Company, with its front rank in line with the Company, and with an interval of twenty-four paces between the left file of the band and the right guide of the right section.

229. When the Company temporarily forms line in the course of a street parade, the foregoing rules are somewhat modified owing to the narrowness of the streets.

The Captain and the Adjutant, only, go to the center of the Company, and take post opposite the center and as far to the front as the width of the street permits. The Commissioned Staff and the Noncommissioned Staff remain on the right of the line, and form in one rank, so that there will be an interval of four paces from the right flank of the band to the nearest Noncommissioned Staff officer, and an interval of two paces between the right flank of the Noncommissioned Staff and the left flank of the Commissioned Staff. Each Lieutenant takes

post opposite the center of his wing and as far to the front as the width of the street permits. The Adjutant and the Wing Adjutants take post as nearly as the space permits three paces to the rear and one pace to the right of their respective chiefs.

Whenever an additional band is provided for the Artillery Wing at a street parade, the interval between wings will be increased sufficiently to admit of such band taking post with reference to the Artillery Wing as prescribed in par. 228, and also to leave an interval of twenty-four paces from the left guide of the left section in the Infantry Wing to the right file of such band.

#### The Company in Two Lines; or in Column of Platoons (Wings)

230. This formation is for occasions when the Company is paraded on a field which has depth but not sufficient width for the formation in one line; or it may be used whenever it is desirable to reduce the front of the Company.

Each wing is in line, one being in rear of the other and covering it at a distance equal to the front of the wing in rear plus twenty-four paces. Either wing may be in the first line.

The posts of Lieutenants, Wing Adjutants, and Sergeants are the same as when in one line. The Captain is posted sixty paces in front of the leading wing and opposite its center. The positions of the Adjutant, Commissioned Staff, and Noncommissioned Staff with reference to the Captain are the same as when the Company is in one line. The Captain and his staff face as prescribed in par. 227.

If but one band is present, it is posted twenty-four paces to the right of the leading wing, its front rank being in line with the wing. A second band will be posted in the corresponding position on the right of the rear wing.

#### The Company in Double Column; or in Line of Platoons in Column of Sections

231. This formation is to be used when it is necessary or desirable to reduce the front of the Company more than can be effected by forming in two lines.

Each wing is in column of sections, with the leading section of each wing on the same alignment. The interval between the wings is twenty-four paces.

In the wings the distance between sections is equal to the front of a section in line.

When double column is formed on the right, the right section of each wing is in front, or at the head of its respective column; when formed on the left, the left section of each wing becomes the head of its column; and when formed on the center, the left section of the right wing, and the right section of the left wing, become, respectively, the heads of column.

Each Sergeant commanding a section is posted two paces in front of the center of his section.

Each Lieutenant commanding a wing is posted twelve paces in front of the center of the leading section of his wing. Each Wing Adjutant is posted three paces to the rear and one pace to the right of the Lieutenant.

The Captain is posted forty paces in front of the line of the leading sections, and opposite the center of the interval between the wings. The positions of the Adjutant, Commissioned Staff, and Noncommissioned Staff with reference to the Captain are the same as when the Company is in line. The Captain and his staff face as prescribed in par. 227.

If but one band is present, it is posted twenty-four paces to the right of the right wing, its front rank being in line with the leading sections, of the columns. A second band will be posted in the corresponding position on the right of the left wing, the interval between the columns being increased sufficiently to permit this, and to further provide an interval of twenty-four paces from the left of the right column to the right of such band.

### The Company in Column of Sections

232. This formation is the one ordinarily used for reviews and street parades.

The sections, being each in line, are arranged one behind another. The distance between sections in the same wing is equal to the front of a section in line. The distance from the rear section of the leading wing to the leading section of the wing in rear is equal to the front of a section in line plus twenty-four paces.

Each Sergeant commanding a section is posted two paces in front of the center of his section.

The post of the other officers and the staffs depend on the occasion. On a parade ground they are as follows:

Each Lieutenant is on the side of the guide, twenty paces from and opposite the center of his wing, facing in the same direction as the troops. Each Wing Adjutant is posted three paces to the rear and one pace to the right of the Lieutenant.

The Captain is on the side of the guide, sixty paces from and opposite the center of the Company, facing in the same direction as the troops. The positions of the Adjutant, Commissioned Staff, and Noncommissioned Staff with reference to the Captain are the same as when the Company is in line.

While marching in review, when on street parades, and when on route marches, the posts of the foregoing officers are as follows:

Each Lieutenant is at the head of his wing, sixteen paces in front of the center of the leading section. Each Wing Adjutant is posted three paces to the rear and one pace to the right of the Lieutenant.

The Captain is at the head of the Company, thirty paces in front of the band. The Adjutant is posted three paces to the rear and one pace to the right of the Captain. The Commissioned Staff is formed in *two* ranks, at a distance of four paces between ranks, and is posted with the front rank six paces in rear of the Captain. The Noncommissioned Staff is formed in one rank, and is posted six paces in rear of the rear rank of the Commissioned Staff.

If but one band is present, it is posted so that its rear rank will be twenty-four paces in front of the leading section of the Company. A second band will be posted so that its rear rank will be twenty-four paces in front of the leading section of the rear wing, the distance between the wings being proportionately increased.

233. Upon forming column of sections, all staffs and bands take such intervals between files as to make the front of each rank equal to the front of a section in line. *This rule is general.*

### The Company in Column of Fours

234. This is the usual formation for route marches, and on street parades when passing through narrow ways, over rough pavements, or in bad weather. It is the best formation to use when the object of the march is principally to pass from one place to another without formality or display.

The sections being each in column of fours, are arranged one behind another. The distance from the rear guide of a section



A TABLE SHOWING THE POSTS OF ALL OFFICERS AND STAFFS IN EACH FORMATION

FORMATION	CAPTAIN	LIEUTENANTS	COMMISSIONED STAFF	NONCOMMISSIONED STAFF
The Company in line. Par. 226-228.	Sixty paces in front of Company and opposite its center, facing the line except when rendering honors.	Twenty paces in front of his wing and opposite its center.	Formed in one rank, six paces in rear of the Captain.	Formed in one rank, six paces in rear of Commissioned Staff.
The Company having temporarily formed line when on street parade. Par. 229.	Opposite the center of the Company, and as far to the front as the width of the street permits.	Opposite the center of his wing, and as far to the front as the width of the street permits.	Formed in one rank, on the right of the line, its left file two paces to the right of the right file of the Non-commissioned Staff.	Formed in one rank, with its left file four paces to the right of the band.
The Company in two lines; or in column of platoons (wings). Par. 230.	Sixty paces in front of the leading wing, and opposite its center.	Twenty paces in front of his wing and opposite its center.	Formed in one rank, six paces in rear of the Captain.	Formed in one rank, six paces in rear of Commissioned Staff.
The Company in double column; or in line of platoons in column of sections. Par. 231.	Forty paces in front of the leading sections, and opposite the center of the interval between the wings.	Twelve paces in front of the center of the leading section of his wing.	Formed in one rank, six paces in rear of the Captain.	Formed in one rank, six paces in rear of the Commissioned Staff.

The Company in column of sections or column of fours, on parade ground. Par. 232-234.	On the side of the guide, 60 paces from and opposite the center of the Company, and facing in the same direction as the troops.	On the side of the guide, 20 paces from and opposite the center of his wing, and facing in the same direction as the troops.	Formed in one rank, six paces in rear of the Commissioned Staff.	Formed in one rank, six paces in rear of the Commissioned Staff.
The Company in column of sections or column of fours, on street parade or while passing in review, or on route march. Par. 232-234.	At the head of the column, 32 paces in front of the band.	At the head of his wing, 16 paces in front of the leading section.	Formed in two ranks at four paces distance, the front rank being six paces in rear of the Captain.	Formed in one rank, six paces in rear of the rear rank of the Commissioned Staff.
The Company in open squares. Par. 235.	Thirty paces from and facing that part of the Company which remains on the original line, and opposite the center of the interval between the wings.	Fifteen paces in front of the center of that part of his wing which remains on the original line, facing to the front.	Formed in one rank, six paces in rear of the Captain.	Formed in one rank, six paces in rear of the Commissioned Staff.

The post of the Adjutant, in all formations, is three paces to the rear and one pace to the right of the Captain.

The post of each Wing Adjutant, in all formations, is three paces to the rear, and one pace to the right of the Lieutenant commanding the wing.

in front to the leading guide of a section in rear in the same wing is thirty-two inches. The leading guide of the leading section of the wing in rear covers the rear guide of the rear section of the preceding wing at twenty-eight paces distance.

Each Sergeant commanding a section is posted beside the leading guide of his section.

The posts of the other officers, staffs, and bands are the same as prescribed in column of sections on like occasions.

### The Company in Open Square

235. This formation is taken during any exercises or religious services and at the annual election of officers.

The Company is in line with the three right sections of the right wing, and the three left sections of the left wing placed in echelon or at right angles with the center of the line so as to form three sides of a square open to the front.

Each Sergeant commanding a section is posted two paces in front of the center of his section.

Each Lieutenant is posted fifteen paces in front of the center of that part of his wing which remains on the original line. Each Wing Adjutant is posted three paces to the rear and one pace to the right of the Lieutenant.

The Captain is posted thirty paces from and facing that part of the Company which remains on the original line and opposite the interval between the wings. The Adjutant is posted three paces to the rear and one pace to the right of the Captain. The Commissioned Staff, formed in one rank, is six paces in rear of the Captain, and the Noncommissioned Staff, formed in one rank, is six paces in rear of the Commissioned Staff.

The band is posted opposite the interval between the wings, with its front rank six paces in rear of the alignment of the Company. If a second band is present it is posted in rear of the first band or consolidated with it.

### The Commissioned Staff

236. (a) The Commissioned Staff is formed in one rank except on street parades, on route marches, and while passing in review, when it is formed in two ranks.

(b) When formed in one rank, the staff officers are in the following order from right to left: Surgeon, Quartermaster, Paymaster, Commissary, Judge Advocate, Chaplain, the four

Assistant Surgeons, the Assistant Paymaster, and the Officer of the Day.

(c) When formed in two ranks, the first six officers, above named, are in the first rank, and the last six are in the second rank, in the same order from right to left as given above.

(d) When formed in one rank, the staff officers are in line without intervals, elbows touching lightly toward the side of the guide, which is on the same flank as is the guide of the sections.

(e) When formed in two ranks, the staff officers are formed so that each rank is equal in width to the front of a section in line. When all the staff officers are present this will cause them to take intervals about one yard apart. The second rank maintains a distance of four paces from the first rank.

(f) Upon wheeling into line from two ranks, the staff officers close over towards the pivot flank until the elbows touch. In forming front into line from two ranks, the staff officers in both ranks close over to the right until the elbows touch. The second rank takes the double time, obliques to the left, and when its front is uncovered advances to the front until it arrives on the line with the first rank, when it resumes the quick time, dressing to the right.

(g) It will be noted that the Commissioned Staff always follows the Captain, or is stationed in his rear, except when line is formed temporarily in the course of a street parade, and, as will appear later, during the ceremonies attending the commissioning of the new officers.

(h) When the Company temporarily forms line in the course of a street parade, the Commissioned Staff forms line and remains on the right or left of the line according as the Company is faced. Each rank turns to the left or right and halts, closing intervals as above explained.

(i) At other times, when the Captain leaves the head of the column to take post on the flank or in front of the Company, the Commissioned Staff follows him, forming in one rank as soon as disengaged from the column.

(j) When the Captain, being in front of and facing the Company, faces to the front preparatory to review or to rendering honors, the staff officers face to the right and march in column of files, describing a circle of which the Captain is the center, until six paces in rear of his new position, when they halt and face to the left.



(k) When the Captain, having given the command, *Pass in review*, MARCH, moves to the right, preparatory to placing himself at the head of the column, the Commissioned Staff breaks into two ranks, the division falling between the Chaplain and the senior Assistant Surgeon, if all are present, otherwise so that each rank will consist of an equal number, each rank executing *right turn*, and follows the Captain.

(m) After passing in review, when the Captain leaves the column to take post beside the reviewing officer, the Commissioned Staff follows him, and when about six paces from the reviewing officer, the staff officers execute *by the left flank*, and march in column of files, placing themselves in one rank on the right of the staff of the reviewing officer.

(n) At other times, the Commissioned Staff, in following the Captain, preserves its position with reference to him by moving in accordance with the principles above given.

### The Noncommissioned Staff

237. The Noncommissioned Staff is habitually formed in one rank, in the following order from right to left: Sergeant Major, Quartermaster Sergeant, Commissary Sergeant, Paymaster Sergeant, Hospital Steward, Orderly.

The Noncommissioned Staff follows the Commissioned Staff at a distance of six paces and conforms to its movements, except when the Company temporarily forms line in the course of a street parade, at which time the Noncommissioned Staff turns to the left or right and halts, closing intervals to the pivot flank, so as to be formed in one rank, elbow to elbow, in line with the Commissioned Staff, with an interval of two paces between.

At all other times the Noncommissioned Staff regulates its movements so as to be six paces in rear of the Commissioned Staff, or of its rear rank, if in more than one rank, and with such an interval between the Noncommissioned Staff officers as to have a front equal to the front of the Commissioned Staff.

### The Honorary Staff

238. The Honorary Staff, constituted as explained in par. 4, is ordinarily a feature of the Anniversary Field Day. On other occasions, when the guests of the Company are few in number, they will parade in rear of the Commissioned Staff, forming one

or more addition ranks. When the Honorary Staff is paraded as a unit by itself, it will usually be placed immediately behind the band at the head of the column; but, at the option of the Captain, it may be placed directly in rear of the Noncommissioned Staff of the Company.

The Honorary Staff is paraded only in street parades or route marches. It does not take part in ceremonies or movements on a parade ground. Whenever ceremonies or movements on a parade ground follow a street parade or route march in which an Honorary Staff participates, it will be taken from the column upon arriving at the parade ground and conducted to a point from which the guests composing it can witness the exercises. If the street parade or route march is to be resumed following the exercises, the Honorary Staff will be placed again in the column just before leaving the parade ground.

The same rule will usually apply to guests who are paraded with the Commissioned Staff; but if they are very few in number, the Captain may, in his discretion, permit them to remain with the Commissioned Staff during ceremonies or drill movements. The Captain will be governed by the principle that, to assure regularity and conformity to the Drill Manual, his entourage should not exceed the normal number of staff officers prescribed for the Commissioned and the Noncommissioned Staffs.

The Honorary Staff, as a unit, is commanded by the Chief of Staff. It may be formed in column of fours, or in column of sections, when the Company is in column. When the Company is in line the Honorary Staff will form line.

In column of fours, the Honorary Staff will be formed with a distance of seventy-six inches between ranks, and an interval of one yard between files. The Chief of Staff marches at the left and abreast of the leading four. In forming line from column of fours, each four wheels into line, closing intervals to the pivot flank.

In column of sections, the Honorary Staff is formed in ranks of eight files each, with a distance of about six paces between ranks and an interval of about eighteen inches between files. The Chief of Staff marches three paces in front of the center of the leading rank. In forming line from column of sections, each rank executes the turn and halt, closing intervals to the pivot flank.

In forming column of fours from line, each four wheels to the right or left, extending intervals from the pivot flank. In form-

ing column of sections from line, each rank turns to the right or left, and halts or advances according to the command, extending intervals from the pivot flank. In forming column of sections from column of fours, each rear four takes the double time, obliques to the left, and when its front is uncovered, advances to the front until in line with the leading four when it marches in quick time, dressing to the right; both fours close intervals to the right until the proper interval is gained.

Upon forming the Honorary Staff, the Chief of Staff causes it to count fours, indicates the division between sections, and instructs the staff in the movements by which the several formations are taken.

When the Honorary Staff is in line, the post of the Chief of Staff is two paces in front of its center.

In rendering honors when in line, the Honorary Staff executes *present arms* with the Company by command of the Captain.

In rendering honors on the march, only the Chief of Staff salutes. The remainder of the Honorary Staff executes *eyes right* or *eyes left* by command of the Chief of Staff.

### Color Guard

239. The Color Guard consists of the two Color Sergeants who are the color bearers, and two experienced men selected by the Captain. The senior Color Sergeant carries the National Color; the junior Color Sergeant carries the Company Color. The Company Color is always on the left of the National Color, in whatever direction the Company faces.

The colors are kept at the office or quarters of the Captain, and are escorted thereto and therefrom by the Color Guard, which is formed and marched in one rank, the color bearers in the center.

240. The Color Guard, by command of the senior Color Sergeant, presents arms on receiving and parting with the colors. After parting with the colors, the Color Guard is brought to order arms by command of the senior member, placed as the right man of the guard.

241. The left section of the right wing is the color section. The Color Guard forms the left four of this section.

242. When the Company is first formed for a tour of duty the colors are received in the following manner: After the Adjutant has turned the Company over to the Captain, the Captain and

his staff take post facing to the front. The Color Guard, conducted by the senior Color Sergeant, is marched along the front of the Company, which stands at *attention*, and halts in front of and facing the Captain, who then faces about, brings the Company to *present arms*, faces to the front, and salutes. The band plays "The Star Spangled Banner" once through, or, if no band is present, the trumpets sound "To the Color." The Captain then comes to *carry sword*, faces about, brings the Company to *order arms*, and faces to the front. The Color Guard is then marched by the senior Color Sergeant directly to its post as the left four of the color section. When the Company is brought to *present arms*, the armed members of the Color Guard execute the *present* and *order* with the Company at the command of the Captain.

The colors are saluted in the same manner just prior to the dismissal of the Company at the end of a tour of duty. The Captain and staff having faced to the front, the senior Color Sergeant conducts the Color Guard directly to a point facing the Captain, who brings the Company to *present arms*, and, after the music has ceased, to *order arms*. The Company remains at *attention* while the Color Guard marches along its front on its way to the office or quarters of the Captain.

243. At other formations of the Company in the course of a tour of duty, the colors may be received as prescribed in the preceding paragraph, or may, at the discretion of the Captain, be received by the color section after its formation. In such case, after the formation of the color section is completed, the Sergeant faces to the front; the Color Guard, conducted by the senior Color Sergeant, approaches from the front, and halts at a distance of ten paces from the Sergeant commanding the section, who then faces about, brings the section to *present arms*, faces to the front, salutes, again faces about and brings the section to *order arms*. The Color Guard comes to the *present* and *order* at the command of the Sergeant commanding the section, and is then marched by the senior Color Sergeant directly to its post as the left four of the color section.

At all dismissals of the Company, except the last at the end of a tour of duty, the colors may be saluted as prescribed in the preceding paragraph, or, at the discretion of the Captain, the salute may be dispensed with. In such case the color section stands at *attention* until the Color Guard has got clear of its front, but does not salute.



244. The provisions of par. 242 do not apply when the ceremony of Escort of the Color is to be performed.

245. The manual of the color is as follows:

At the *carry*, the heel of the pike rests in the socket of the sling at the right hip; the right hand grasps the pike at the height of the shoulder.

At the *order*, the heel of the pike rests on the ground near the right toe, the right hand holding the pike in a vertical position.

At *parade rest*, the heel of the pike is on the ground, as at the order; the pike is held with both hands in front of the center of the body, left hand uppermost.

The *order* is resumed at the command ATTENTION.

The left hand assists the right when necessary.

The *carry* is the habitual position when the troops are at a shoulder, port, or trail.

The *order* and *parade rest* are executed with the troops.

246. The National Color salutes in the ceremony Escort of the Color, but in no other case; the Company Color salutes in the ceremony Escort of the Color, and when saluting an officer or person entitled to the honor, but in no other case.

The *color salute* is as follows: Being at the *carry*, slip the right hand up the pike to the height of the eye, then lower the pike by straightening the arm to the front. If marching, this salute is executed when at six paces from the officer entitled to the salute; the *carry* is resumed when six paces beyond him. At a halt, the salute is executed at the command *present arms*, the color being brought to the *carry* at the command *present*; the salute executed, the *order* is resumed at the command *order arms*, the color being first brought to the *carry*.

The officers and persons to whom the color salute is rendered are enumerated under the provisions of this Manual which relate to "Military Courtesy and Honors."

### The Band

247. The band is formed in two or more ranks, with sufficient intervals between the men and distance between the ranks to permit a free use of the instruments.

When the Company changes from one formation to another, the band moves to its new position as follows: If the Company wheels about by fours, the band executes the countermarch;

if the Company forms column of fours or sections from line, the several ranks of the band execute the turn and halt or the turn and advance successively, the leading ranks moving forward after changing direction until the rear rank has completed its turn when the Company forms column and halts; if the Company forms line from column, the band changes direction in the manner just explained, and is aligned with its front rank in line with the Company; if the Company plays into double column, or deploys from double column into line, the band closes in to the column or moves out from the same, marching by the right or left flank; if the Company forms square, the band is marched to its post to the rear and by the flank, and on forming in line again, the band returns to its post in line marching by the flank, and to the front; if the Company executes *right*, *left*, or *about face*, the band faces in the same manner.

To state the general rule, the band moves in the most direct manner, but always so that upon arriving in its new position its wings will be facing in the same direction as the Company.

The drum major is posted two paces in front of the center of the front rank, and gives the signals or commands for the movements of the band, for playing and cease playing, and for the marches, flourishes, ruffles, and calls prescribed in the Drill Manual.

### Band Guide

248. When there is no drum major a band guide is detailed; but there should not be both a drum major and a band guide.

When the band is in motion, the band guide marches two paces in front of the front rank and opposite the right or the left file according as the guide of the Company is on the right or the left. The band regulates its march on the band guide. The musicians on the flank of the band towards the side of the guide follow the band guide and cover in file preserving the proper distance between the ranks; each rank of the band dresses toward the side of the guide.

When halted, the band guide takes post on the flank of the band which was toward the side of the guide when the command halt was given, on a line with its front rank, and at an interval of thirty-six inches from the nearest file.

As the guide is changed from side to side, the band guide passes rapidly to the proper flank, taking the double time if necessary.

### Flankers to the Captain

249. On street parades it is prescribed by custom that two armed infantrymen shall parade in line with the Captain, and with an interval equal to the width of the column, the one being opposite the right file and the other opposite the left file, equidistant from the Captain's post.

The duty of these flankers is to keep the space around the Captain's post clear of spectators, and, at the same time to open a path of sufficient width for the passage of the Company.

As this service is necessary only on street parades when the Company is in column, the flankers retire to the rear of the Noncommissioned Staff and take post there four paces in rear of the right and left files respectively whenever the Company forms line and whenever the Captain leaves the column upon entering a parade ground to take his position in front of the Company.

During all movements and ceremonies of the Company on a parade ground, the flankers remain in rear of the Noncommissioned Staff and conform to its movements. They do not flank the Captain while marching in review. Upon entering a street and resuming the street parade or route march they take their posts on the right and left of the Captain at once.

On occasions which do not include a march through the streets or public ways, the detail of flankers for the Captain will be omitted.

### Flankers to the Commander-in-Chief

250. Whenever a distinguished guest, such as the Governor and Commander-in-Chief, parades with the Company, his position in the column is marked by flankers on the same principles as explained in the case of the flankers to the Captain. The duty of the flankers to the Commander-in-Chief is similar to that of the flankers to the Captain.

Flankers to the Commander-in-Chief are detailed for those occasions when a distinguished guest is to parade. Before such guest is received his flankers march two paces in rear of the color section, opposite the third file from the right and the third file from the left, respectively, exclusive of the guides; in column of fours they are two paces from the flank of the column farthest from the guides, and opposite the leading and rear fours respec-

tively. These positions are resumed after the guest has left the Company.

When the guest has taken his position in the Company, his flankers place themselves in rear of his personal staff, covering the right and left files of the same, respectively, while the Company is in line; and on the right and left of the guest, with an interval equal to the width of the column, while the Company is in column.

If the guest has no personal staff, his flankers take post on his right and left, both in line and in column, maintaining at all times an interval equal to the front of a section in line.

In passing from their position in rear of the personal staff to that on the flanks of the guest, and the reverse, the flankers move by the most direct line, passing around the nearest flank of the personal staff.

### Markers

251. When camp colors are not available for use at reviews, four markers will be detailed to indicate the reviewing point, the points where the column will have to change direction in order that the right flank, in passing, shall be twelve paces from the reviewing officer, and the point on which the leading guide must direct his march so that the line of direction will be parallel to the front of the reviewing officer.

Markers are provided with small flags, the staves of which fit into the muzzles of the rifles. While marking a point markers stand at *present arms*.

When not employed in marking points, the four markers are habitually posted one near each flank of the right and left sections of the Company when in line, and the leading and rear sections when in column of sections, and two paces in rear of the same. In column of fours they are two paces from the flank of the leading and rear sections of the Company farthest from the guides, and opposite the leading and rear fours of these sections, respectively.

For instructions to markers see pars. 413 to 416, inclusive, and par. 418.

### To Form the Company

252. (a) The Company will be first assembled by *wings*, each wing forming on its designated parade, either in line or in column of sections as previously announced in orders. At the command



or signal for the assembly, the right guide of the right or leading section takes post at a point indicated by the Wing Adjutant; if the wing is to form in column of sections, the right guides of the other sections take posts in the order of their respective sections from front to rear, covering the guide of the leading section, each guide being at a distance equal to the front of a section in line from the guide next in his front unless the size of the parade renders a less distance necessary; if the wing is to form in line, the right guides of the other sections take posts in the order of their respective sections from right to left, in line with the guide of the right section, with intervals between them equal to the front of a section in line.

Each section is then formed as prescribed in pars. 180 to 183, inclusive.

(b) If the wing is formed in line, the Wing Adjutant, after establishing the right guide, places himself three paces to his right and three paces to the front facing to the left; the Lieutenant places himself facing the line at a distance in front of the center of the wing about equal to half its front. When all the sections have been brought to *at ease* (par. 180), thereby signifying that their formation is complete, the Wing Adjutant commands: 1. *Platoon*, 2. *ATTENTION*, and moves in quick time parallel to and three paces in front of the line of Sergeants to the center, turns to the right, halts midway between the Lieutenant and the line and faces the latter; he then brings the wing to *present arms*, faces about, salutes the Lieutenant, and reports: *Sir, the platoon is formed*; the Lieutenant returns the salute with the right hand, directs the Wing Adjutant: *Take your post, sir*, draws sword, brings the wing to *order arms* and *at ease*, and awaits the command or signal for the formation of the Company. If the formation precedes the ceremony of Company Parade, the Wing Adjutant, before giving the commands for *present arms*, commands: *REPORT*; the Sergeants, in succession from the right, salute, then report; *First (or other) Infantry (or Artillery) Section, present or accounted for; or (so many) men absent*, and resume the order *saber*; the Wing Adjutant returns the salute of each of the Sergeants as soon as each has reported. When directed by the Lieutenant: *Take your post, sir*, the Wing Adjutant takes post three paces to the rear and one pace to the right of the Lieutenant.

(c) If the wing is formed in column of sections, the Lieutenant places himself on the most convenient flank of the column, from

twelve to twenty paces from and opposite the center of the wing and facing it; the Wing Adjutant, after establishing the leading guide, places himself midway between the Lieutenant and the flank of the column, facing the latter. When all the sections have been brought to *at ease*, the Wing Adjutant commands: 1. *Platoon*, 2. *ATTENTION*, faces about, salutes the Lieutenant, and reports: *Sir, the platoon is formed*. The wing is not brought to *present arms* as in the formation in line. The Lieutenant returns the salute with the right hand, directs the Wing Adjutant: *Take your post, sir*, draws sword, brings the wing to *at ease*, and awaits the command or signal for the formation of the Company. If the formation precedes the ceremony of Company Parade, the Wing Adjutant, before saluting the Lieutenant, receives the reports of the Sergeants as prescribed above, except that the Sergeants, at the command *REPORT*, come to carry *saber*, and face to the flank on which the Wing Adjutant is posted; after the last Sergeant has reported, all the Sergeants come to carry *saber*, and face to the front. When directed by the Lieutenant: *Take your post, sir*, the Wing Adjutant takes post three paces to the rear and one pace to the right of the Lieutenant.

(d) In taking post the Wing Adjutant passes by the Lieutenant's right. *This rule is general*.

(e) Both wings having been formed on their respective parades as above explained, the command or signal for assembly is again given. The Adjutant posts himself at the point where the right of the Infantry Wing is to rest, and indicates the position in which the right guide of the first section is to be when the formation is completed and the direction of the line to the Wing Adjutant, who precedes the head of the column by fifteen or twenty paces, taking the double time. The Adjutant, having been relieved by the Wing Adjutant, takes post twenty paces to the front and six paces to the right of the point of rest, facing to the left.

(f) The First Lieutenant marches the Infantry wing in column of fours, right in front, from its parade so as to approach the new alignment from the left, and directs the march so that the column will be parallel to and about twelve paces in rear of the same. When the head of the column is nearly opposite the point of rest, as indicated by the Wing Adjutant, the First Lieutenant commands: 1. *Fours left*, 2. *MARCH*, 3. *Guide right*, timing the command *march*, so that the right guide of the first section will be exactly opposite the point of rest. The wing then moves

forward toward the new alignment, the right guide of the first section directing his march on the Wing Adjutant, and is halted when one pace in rear of the alignment by the commands: 1. *Platoon*, 2. *HALT*.

(g) The First Lieutenant then gives his wing a general alignment to the right (par. 268). The Wing Adjutant establishes the guides of the first section in the direction indicated by the Adjutant, the right guide being twenty-two inches inside the point of rest. The First Lieutenant does not give the commands, *guides posts* at the completion of the alignment; otherwise he follows the rules given in par. 268.

(h) When forming the Company in a street, the general alignment is effected without placing the guides to mark the line. The First Lieutenant commands: 1. *Right*, 2. *DRESS*; the Sergeant commanding the first section places his right guide at the point of rest and dresses his section parallel to the curbing or side of the street; and the other sections are successively dressed to the right.

(i) After establishing the guides of the first section on the line, the Wing Adjutant posts himself in prolongation of the line three paces outside the point of rest and verifies the positions of the other guides; or, if the guides are not used to mark the line, he takes the above position as soon as the right guide of the first section is posted, and verifies the alignment of the wing. In either case he causes the Sergeants to rectify any imperfections in the alignment, and for this purpose may go down the line when necessary, returning to his post when the alignment is completed.

(j) The Second Lieutenant marches the Artillery Wing on to the line, halts, and aligns it in the same manner as prescribed for the Infantry Wing. Its movements are timed, however, so that the head of the column will not arrive opposite its place in line until the alignment of the Infantry Wing is fully completed. The Wing Adjutant precedes the head of column by fifteen or twenty paces, and posts himself on the alignment of the Infantry Wing and twenty-four paces from its left, to mark the point where the right of the Artillery Wing is to rest.

(k) When the Sergeant commanding the section which is the last to complete its alignment commands: *front*, the Adjutant, if the guides have been used to mark the line, commands: 1. *Guides*, 2. *POSTS*. The guides take their posts in line, and the Wing Adjutants take their posts three paces to the rear and one

pace to the right of their respective Lieutenants, moving parallel to and three paces in front of the line of Sergeants until opposite their posts. Each Lieutenant faces to the front as soon as the alignment of his wing is completed. The Adjutant moves parallel to and three paces in front of the line of the Lieutenants to the center, turns to the right, and halts midway between the Company and the Captain, faces the line, commands: 1. *Present*, 2. *ARMS*, faces about, salutes the Captain, and reports: *Sir, the Company is formed*. The Captain returns the salute with the right hand, directs the Adjutant: *Take your post, sir*, draws sword, and brings the Company to *order arms*. Upon being directed by the Captain: *Take your post, sir*, the Adjutant takes post three paces to the rear and one pace to the right of the Captain.

(l) Unless the colors are already in the line, or the ceremony of Escort of the Color is to be performed, the colors are now received as prescribed in par. 242.

(m) If the guides are not used to mark the line, the Wing Adjutants take their posts at the same time as the Adjutant, starting when he does.

(n) At formations of the Company, the Captain takes post sixty paces in front of and facing the center of the line as soon as the alignment of the first wing to arrive is completed. The staff officers draw their swords when the Captain does, or, if the Captain is armed with the halberd, when the Captain directs the Adjutant: *Take your post, sir*.

253. Whenever the Captain, Lieutenants, and the Adjutant, are armed with the halberd, they do not draw their swords, and all prescribed salutes are rendered with the weapon and not with the hand. The provisions of par. 252 are to be modified accordingly.

254. In forming the Company, the Adjutant, when not armed with the halberd, draws his sword when he takes his post at the point of rest. The Wing Adjutants draw their swords just prior to indicating the post of the right guide of the first section when the wing is about to assemble.

255. When the signals for forming the Company are given by the band or field music, the calls and march will be rendered as follows:

*First*: The Assembly, sounded at a signal from the Adjutant; at which the wings will assemble as prescribed above.



*Second:* The Assembly (repeated), sounded at a signal from the Adjutant; at which the Lieutenants will bring their wings to attention.

*Third:* Adjutant's Call, sounded immediately after the second Assembly; at which the Adjutant will proceed to the point of rest and draw his sword.

*Fourth:* The March, which will commence as soon as the Adjutant has drawn his sword; at which the leading or base wing will begin its march on to the line. The other wing will follow at such interval of time as to allow the leading wing to arrive on the line and dress, as explained above, before the second wing approaches the line. The music of the march does not cease until the second wing halts.

256. The Adjutant will station the band at a point on the line of march of the wings from which the drum major or leader can see the point of rest. The band is held at this station until the leading wing has approached, and then precedes it with its rear rank twenty-four paces in front of the leading guide. On arriving on the line, the band takes post with its flank at an interval of twenty-four paces from the point of rest.

257. Whenever the relative locations of the parades on which the wings form and the Company parade are such as to require that the wings approach from the right flank instead of the left, the Company may be formed on the left on the same principles as above prescribed for a formation on the right. The wings are marched on to the line left in front, forming line by the commands; 1. *Fours, right.* 2. *MARCH*, and all alignments are to the left. The band will follow the rear wing. The Artillery Wing will first be formed; then the Infantry Wing. Whenever possible, however, the formation will be made on the right.

258. When it is necessary for the Company to form line on one parade, and no place is available for the preliminary formation by wings, the Company may be assembled in a manner similar to that prescribed in par. 252 for the assembling of a wing.

In such case, the Adjutant, accompanied by both Wing Adjutants, proceeds to the point where the center of the line is to be. At the command or signal for the assembly they draw swords, and the Adjutant indicates the position of the left guide of the left section of the Infantry Wing to the Wing Adjutants. The Captain, with his staff in rear, takes post sixty paces in

front of and facing the center of the line; the Adjutant, having indicated the point of rest, takes post facing the line, midway between the Captain and the Company. The Wing Adjutant of the Artillery Wing moves along the line twenty-four paces to the left from the point of rest, and posts the right guide of the first section of his wing. The left guides of the other sections in the Infantry Wing place themselves on the line at intervals equal to the front of a section, and the right guides of the other sections in the Artillery Wing place themselves on the line at like intervals. The guides will take care to overestimate the required interval rather than to underestimate it, so that the sections will not overlap. Each Sergeant then forms his section (pars. 180 to 183, inclusive). As soon as the left section of the Infantry Wing has been formed, the Sergeant dresses it to the left, and the other sections, from left to right, are successively dressed to the left. The Wing Adjutant posts himself on the line, facing to the right, three paces outside the point of rest, and verifies the alignment. When the right section has completed its alignment, the Wing Adjutant takes his post three paces to the rear and one pace to the right of the First Lieutenant, who posts himself, facing to the front, twenty paces in front of the center of his wing when the Sergeant commanding the right section commands: *front*. The Artillery Wing is formed and aligned in the same manner, each section being dressed to the right. The band takes post with its left flank twenty-four paces from the right guide of the first infantry section. When both Wing Adjutants have taken their posts and the band has been aligned at its proper interval, the Adjutant commands: 1. *Present*, 2. *ARMS*, faces about, salutes the Captain, and reports: *Sir, the Company is formed*. The Captain returns the salute with the right hand, directs the Adjutant: *Take your post, sir*, draws his sword, and brings the Company to order arms. Upon being directed by the Captain: *Take your post, sir*, the Adjutant takes post three paces to the rear and one pace to the right of the Captain.

The colors are now received as prescribed in par. 242, unless the ceremony of Escort of the Color is to be performed.

### To Dismiss the Company

259. Being in any formation, the Captain commands: *Dismiss your platoons*. The Captain and his staff return their

swords and fall out. The band is conducted to its quarters and there dismissed by the drum major or leader. Each Lieutenant commands: *Dismiss your sections*, and he and the Wing Adjutant return their swords and fall out. Each Sergeant dismisses his section as prescribed in pars. 184 and 185.

If the wings have a designated parade in the vicinity on which they are formed for drills and ceremonies, the Lieutenants march their wings to such parade before directing the Sergeants: *Dismiss your sections*.

If the colors are not saluted and dismissed as prescribed in par. 242, prior to the dismissal of the Company, they are escorted to the office or quarters of the Captain as prescribed in par. 243.

#### Manual of Arms, etc.

260. The Company executes the *manual of arms*, the *halt*, *rests*, *steps*, *marchings*, resumes *attention*, *falls out*, *assembles*, *stacks* and *takes arms*, and *grounds* and *takes arms*, as explained in the schools of the soldier and squad, substituting in the commands *company* for *squad*.

#### To Pass Obstacles

261. When marching in line or in column, Sergeants, without command of the Captain or Lieutenants, conduct their sections so as to pass obstacles with the greatest facility, and then resume the original formation.

#### Alignments

262. The rules prescribed for alignments apply to a Wing in line or column by itself as well as to the Company as a whole.

263. When sections are to be aligned, Sergeants place themselves on that flank toward which the dress is to be made as follows:

If the Company or Wing is in line, the Sergeant takes the post of the guide facing to the front; the guide, if not in front marking the line, steps back one pace and covers the Sergeant and resumes his position in line when the Sergeant takes his post.

If the Company or Wing is in column, the Sergeant, after establishing the guide, takes post two paces from the guide, in prolongation of and facing toward the line.

Each Sergeant, after dressing his section, commands: *Front*, and takes his post two paces in front of the center of his section. *These rules are general.*

264. The Company or Wing being in column of sections, to align the several sections at the proper distance so that the guides on a desired flank will cover, and the column will face in a desired direction, the Captain or Lieutenant establishes the guide of the leading section and the guide next in rear in the desired direction, and commands: 1. *Right* (or *left*) *guides*, 2. *COVER*. The designated guides place themselves covering the first two, each at a distance from the guide next in front equal to the front of a section in line. The Wing Adjutant verifies their positions. The Captain or Lieutenant then commands: 1. *Right* (or *left*), 2. *DRESS*. Each Sergeant aligns his section on the guide and commands: *FRONT*.

Should any section be at a considerable distance from its guide, the Sergeant gives the preparatory commands for moving it into place, adding *MARCH* at the command *dress* from the Captain or Lieutenant.

265. When the Company or a Wing is in line, it may be given a *general alignment*, or its alignment may be *rectified*.

A general alignment is given when the line is not perpendicular to the direction toward which it is desired to have the troops face, or when the line is badly out of alignment in places.

The alignment is rectified when its position is satisfactory, but the individual men are not in a straight line.

In giving a general alignment to the line the guides are first placed on the new alignment facing the point toward which the dress is to be made and covering each other so that they mark the new alignment. In dressing, the men who happen to be opposite the guides place their breasts against the elbows of the guides, and the other men take care neither to get behind or ahead of them. In this manner, the line is not only straightened out but it is also made square with the front. The necessity for this precaution increases with the length of the line. When men turn their heads and eyes to the flank to dress, there is a tendency to throw the opposite shoulder to the front. In a short line this will not materially throw the line off the perpendicular, but in a long line a very slight deviation on the part of each man will advance the flank opposite the dressing point a number of paces beyond the true alignment. Such a line may



be perfectly straight, but it is oblique to, and not square with, the front. By posting guides to mark the alignment the line is not only made straight upon dressing, but it is established in the proper direction to assure its squareness with the front.

In rectifying the alignment, the line is made straight by dressing, but the guides are not posted to mark the alignment, and, unless its direction is already established on the perpendicular to the front when the dressing begins, it will quite likely be out of square when the dressing is completed.

If *straightness* only is desired, it is enough to rectify the alignment, but if both *straightness* and *squareness* are sought it will be necessary to post the guides to mark the alignment.

The one exception to this rule is when the line is established in a street. If the street is not curved nor too wide, the guides need not be used to mark the alignment, as it is easy to dress parallel to the curbing or the structures along the side of the street. It may, therefore, be laid down as a rule that a general alignment need not be given in a street, but that it is sufficient to merely rectify the alignment.

266. Guides marking the line in alignments and in successive formations stand at order arms.

267. In alignments and formations when the center section is designated as the base section of the Company, it will be understood to be the left section of the Right or Infantry Wing, irrespective of the number of sections in the line. In alignments and formations of a Wing in a line by itself, the center section of such Wing is that section which is in the middle of the Wing if the number of sections be odd; if the number of sections be even, the center section is that section which is next on the right of the actual center of the line; thus, if there are six sections in a Wing, the third will be the center section.

In dressing on the center, the left guide of the center section is the base file on which the other files align themselves; therefore the center section and those on its right dress to the left, and the other sections dress to the right.

When it is prescribed that the guides marking the line shall face the center, the guides of the center section and those on its right face to the left, and the guides of the other sections face to the right.

268. To give a general alignment to a Wing, the Lieutenant commands: 1. *Guides center (right or left) section on the line,*

2. *Guides on the line,* 3. *On the center (right or left),* 4. *Dress,* 5. *Guides,* 6. *Posts.*

At the first command, the designated guides place themselves on the line facing the center (right or left), with a distance between them nearly equal to the front of their section. The Lieutenant, or the Wing Adjutant under the direction of the Lieutenant, establishes them in the direction he wishes to give the Wing.

At the second command, the other guides take posts facing the center (right or left), covering the guides first established and prolonging the line indicated by them, at such distances apart that each right guide will be opposite the right file of his section, and each left guide will be opposite the left file of his section, when it is dressed. The Wing Adjutant, posting himself on the line near the center (right or left) guide, verifies the positions of the guides.

At the command *dress*, the Sergeants successively dress their sections to the flank toward which the guides face, beginning with the base section, each as soon as the Sergeant next on the side of the base section commands *front*. Care must be taken to preserve the intervals for the guides who are marking the line.

At the command *posts*, the guides return to their posts.

If the new direction of the line be such that one or more sections are already in advance of it, the Lieutenant, before establishing the guides, causes such sections to be moved to the rear.

If the new line be oblique to or at a considerable distance from the original line, the Sergeants, at the command *dress*, conduct their sections so as to arrive parallel to the line, halt them at one pace distance from the same, and dress them as explained.

The Wing Adjutant returns to his post as soon as he has verified the positions of the guides.

269. To give a general alignment to the Company, the Captain commands: 1. *Guides center (right or left) section on the line,* 2. *ALIGN YOUR PLATOONS,* 3. *Guides,* 4. *Posts.*

At the first command, the designated guides place themselves on the line as explained in par. 268. The Captain, or the Adjutant under the direction of the Captain, establishes them in the direction he wishes to give the Company.

At the second command, the Lieutenants give a general alignment to their respective wings as prescribed in par. 268. The Lieutenant commanding the wing to which the guides already

established by the Captain belong, omits the first command, and at once proceeds with the alignment by giving the command: *Guides on the line.*

If the alignment be on the center or right section of the Company, the Lieutenant commanding the Left Wing waits until the Lieutenant commanding the Right Wing commands *dress*; he then establishes the guides of the right section of his wing, and proceeds with the alignment.

In like manner, if the alignment be on the left section of the Company, the Lieutenant commanding the Right Wing waits until the Lieutenant commanding the Left Wing commands *dress*; he then establishes the guides of the left section of his Wing, and proceeds with the alignment.

The Captain, and not the Lieutenants, gives the command, *guides posts.*

270. Being at a halt, to rectify the alignment, the Captain commands: 1. *Rectify the alignment*, 2. *On the center (right or left)*, 3. *DRESS.*

If the dress be toward the center, the Sergeants in the Right Wing dress their sections successively to the left, each as soon as the Sergeant next on his left commands *front*; the Sergeants in the Left Wing dress their sections similarly to the right. The Sergeant commanding the left section of the Right Wing, and the Sergeant commanding the right section of the Left Wing, dress their respective sections without waiting for each other, being careful to preserve the interval of twenty-four paces.

If the dress be toward the right (left), the Sergeants dress their sections successively to the right (left), beginning with the right (left) section of the Company, each as soon as the Sergeant next on his right (left) commands *front*.

When rectifying the alignment, the dress will be usually toward the center, except when the presence of other troops or of an obstacle on the right or left flank renders it necessary to dress toward that flank.

### General Rules for Successive Formations

271. Successive formations are those formations either into line or column in which the several subdivisions arrive in their places successively.

(a) In all formations into line in which the sections arrive successively in their places, the guides of the section first to

arrive are posted on the line opposite the right and left files of the section and facing toward the point of rest. These guides are posted by the Wing Adjutant who precedes his wing on the line to indicate the point of rest.

(b) In formations from a halt, the guides are posted at the preparatory command indicating the direction in which the line is to extend; if marching, the guides hasten toward their positions at the preparatory command, and are posted at the command *march*.

(c) In the formations on right (or left) into line from column of sections or fours, the first guide is posted section distance to the right (or left) of the head of the column.

(d) In the formations front into line from column of sections, the guides are posted against the leading section, in front of the head of the column.

(e) In the formations front into line from column of fours, the guides are posted section distance in front of the head of the column.

(f) In changes of front, the first guide faces to the right about and stands fast; the second guide covers the first at section distance in the direction in which the line is to extend.

(g) In any formation where it is prescribed that the guides are to be posted section distance from the column or line, they may be posted at a less distance when necessary.

(h) The line is prolonged by the guides of the other sections, who precede their sections on the line by about twenty paces and establish themselves facing the guides first posted at a little less than section distance apart, the one nearest the guide of the preceding section being about two paces in his rear. Each Wing Adjutant posts himself in prolongation of the line, three paces outside the point of rest and facing down the line, and assures the positions of the guides of his wing.

(i) As it arrives near the line, each section is halted by its Sergeant when it is about one pace in rear of the line of guides, and is dressed toward the point of rest as prescribed in par. 263. When dressed, the breasts of the men opposite the right and left guides rest respectively against their left and right arms.

(j) When a section in line is advancing toward the line of guides, the man on the indicated flank acts as guide and directs his march on the guide of his section posted nearest the point of rest.

(k) In all formations into line in which the wings in line



arrive as units successively in their places, the Lieutenant gives his wing a general alignment toward the point of rest of the general line (par. 268). The Wing Adjutant of the wing in rear precedes it on the line and posts himself where the flank of the Wing nearest the point of rest of the general line is to rest when the formation is completed; as soon as the rear wing has halted, its Lieutenant gives it a general alignment toward the point of rest of the general line, the Wing Adjutant posting the guides of the base section so that the guide nearest the point of rest will be twenty-four paces from the flank of the preceding Wing.

(l) When a wing in line is advancing as a unit toward the new alignment in successive formations of the kind mentioned in the preceding sub-paragraph, the guide on the indicated flank directs his march on the Wing Adjutant as he stands marking the position where the flank is to rest.

(m) In all formations into column of sections in which the sections successively arrive in their places, the sections are dressed toward the flank from which they entered the column irrespective of the direction of the point of rest of the general line.

(n) In all formations into double column, whether by simultaneous or successive movement, the Wing Adjutant of each wing posts the guides of its leading section in the manner prescribed hereafter in the paragraph explaining the movement.

(o) At the completion of all successive formations, the Captain commands: 1. *Guides*, 2. *Posts*. At the command *posts*, the guides take their positions in line.

(p) In successive formations in a street, the guides do not take post marking the line unless especially instructed to do so, it being usually unnecessary for the reasons stated at the end of par. 265.

## MOVEMENTS IN AND FROM LINE

### To March to the Front in Line

272. Being at a halt, the Captain commands: 1. *Forward*, 2. *Guide center*, 3. *MARCH*.

The left guide of the left section of the Infantry Wing is the guide of the Company and regulates the step and direction, moving straight to the front without deviating to the right or left in accordance with the principles explained in par. 50; the Sergeants, in front of the center of their sections, see that

they preserve the general alignment without abruptly shortening or lengthening the step; the Lieutenants superintend the march of their respective wings.

At the command: *guide center*, the Lieutenant commanding the Infantry Wing commands *guide left*, and the Lieutenant commanding the Artillery Wing commands *guide right*; the Sergeants caution *guide left* or *right* according as they are in the right or left wing. *This rule is general.*

273. To effect a slight change of direction, the Captain commands: *Incline to the right* (or *left*), and indicates the new line of direction. The guide gradually advances his left (or right) shoulder, giving time for the line to conform to his movement.

274. If the Company loses the step, the Captain commands: *STEP*, at which the Sergeants and their sections immediately take the proper step from the guide.

275. When rendered necessary by the presence of other troops or obstacles on the flank, the Company may be marched to the front in line with the guide right or left according to the principles above explained, substituting in the command: 2. *Guide right* (or *left*), for the command: 2. *Guide center*.

276. A wing, moving by itself, is marched to the front in line by the same commands and according to the same principles as explained for the Company.

### To Oblique in Line

277. The Captain commands: 1. *Right* (or *left*) *oblique*, 2. *MARCH*.

The Lieutenants and Sergeants see that the front of the Company continues parallel to its original alignment.

278. To resume the direct march, the Captain commands: 1. *Forward*, 2. *Guide center* (*right* or *left*), 3. *MARCH*.

279. A wing, moving by itself, executes the oblique march and resumes the direct march by the same commands and according to the same principles as explained for the Company.

### To Face the Company to the Rear, and to March it to the Rear

280. Being in line, the Captain commands: 1. *Fours right* (or *left*) *about*, 2. *MARCH*, 3. *Company*, 4. *HALT*; or, 3. *Guide center* (*right* or *left*).

The Company wheels about by fours (par. 200). The command *halt* is given as the fours unite in line. If the pivots cover and the fours wheel properly, no dressing will be needed. The Captain will direct a Sergeant to dress his section when necessary.

If the Company be not halted, the Captain commands *guide center (right or left)* as the fours unite in line.

Whenever the Company in line wheels about by fours, and is halted faced to the rear, the Captain and staff take post in its front after it halts, passing through the interval between the wings; the Lieutenants and Wing Adjutants take post in front of their wings after they halt, passing around the outer flanks. This will not be done, however, when commands are immediately given by the Captain after the halt to face the Company to its original front.

281. The Company may be marched a few paces to the rear by the commands: 1. *Company*, 2. *About*, 3. *FACE*, 4. *Forward*, 5. *Guide center (right or left)*, 6. *MARCH*; or, if marching, by the commands: 1. *To the rear*, 2. *MARCH*, 3. *Guide center (right or left)*. The Officers, staff, Wing Adjutants, and Sergeants, upon facing about, remain in their relative positions.

282. A Wing, moving by itself in line, may be faced or marched to the rear by the same commands and means as the Company in line, substituting in the commands *platoon* for *company*.

### To Change Front

283. A Wing being in line, the Lieutenant commands: 1. *Change front on first (or sixth) section*, 2. *Sections*, 3. *Right (or left) half turn*, 4. *MARCH*.

The first section executes *section right* (or the sixth section executes *section left*) (par. 188).

The other sections execute *right (or left) half turn* and move forward with the guide toward the point of rest, each section being careful to keep its proper distance in rear of the preceding section so that the sections may arrive on the line successively; each Sergeant again commands: 1. *Right (or left) half turn*, 2. *MARCH*, when the right (or left) of his section is opposite its place in line, and marches it on to the alignment (par. 271, a, b, f, h, i, j).

If the Wing is acting by itself, the Lieutenant commands *guides posts* at the completion of the movement; otherwise if it is part of the Company.

284. The Company being in line, the Captain commands: 1. *Change front on first section, first platoon (or sixth section, second platoon)*, 2. *Sections*, 3. *Right (or left) half turn*, 4. *MARCH*.

At the third command, the Lieutenant commanding the base wing gives the proper preparatory commands for changing front on the designated section. The Lieutenant commanding the other wing commands: 1. *Second (or First) platoon*, 2. *Change front on first (or second) platoon*, 3. *Sections*, 4. *Right (or left) half turn*.

At the command *march*, repeated by the Lieutenants, the base wing changes front as explained in par. 283. The sections of the other wing execute *right (or left) half turn* and move forward with the guide toward the point of rest of the general line; each Sergeant again commands: 1. *Right (or left) half turn*, 2. *MARCH*, when the right (or left) of his section is opposite its place in line (par. 271, a, h, i, j, o).

### To Form in Two Lines; or in Column of Platoons (Wings)

285. Being in line at a halt, to form in two lines, or in column of platoons (wings), facing to the front, the Captain commands: 1. *Column of platoons*, 2. *Second platoon*, 3. *Fours right*, 4. *Column right*, 5. *MARCH*.

At the fourth command, the First Lieutenant cautions the Right Wing: *STAND FAST*; the Second Lieutenant gives the preparatory commands: 1. *Second platoon*, 2. *Fours right*, 3. *Column right*. At the command *march*, repeated by the Second Lieutenant, the Left Wing moves in column of fours directly to the rear; the Wing Adjutant precedes the column and hastens to place himself covering the left guide of the Right Wing at a distance equal to the front of his wing plus twenty-four paces; when the head of the column arrives abreast of the Wing Adjutant, the Second Lieutenant commands: 1. *Column left*, 2. *MARCH*, the column changes direction to the left, the leading guide conducting its march parallel to the alignment of the Right Wing, and so that the left files will just clear the Wing Adjutant; as the rear of the column approaches the Wing Adjutant, the Second Lieutenant commands: 1. *Fours left*, in time to add 2. *MARCH*, 3. *Platoon*, 4. *HALT*, the instant the rear guide is opposite the Wing Adjutant.

If necessary, the Captain directs the Second Lieutenant to give his wing a general alignment to the left.



The Company may be formed from line into two lines with the Left Wing in front on the same principles, the commands and text being appropriately modified.

Being in line, to form in two lines so that the rear wing may be on the alignment originally occupied by the Company, the Captain forms the Company in column of fours to the right or left and then proceeds as explained in par. 377.

286. The Company being in line, to form in two lines, or in column of platoons (wings), facing to the right (or left), the Captain commands: 1. *Platoons*, 2. *Change front on first (or sixth) sections*, 3. *Sections*, 4. *Right (or left) half turn*, 5. *MARCH*.

The wings simultaneously change front ninety degrees, each on the designated section (par. 283).

#### To Form in Double Column; or in Line of Platoons (Wings) in Column of Sections

287. The Company being in line, to form in double column, or in line of platoons (wings) in column of sections, on the right (or left), the Captain commands: 1. *Double column*, 2. *Fours right (or left)*, 3. *MARCH*, 4. *Guides*, 5. *Posts*.

At the second command, if it be *fours right*, the First Lieutenant commands: 1. *First platoon*, 2. *Column of sections on first section*, 3. *Fours right*; and the Second Lieutenant commands: 1. *Second platoon*, 2. *Fours right*. At the command *march*, repeated by both Lieutenants, the Right Wing plays into column of sections as follows: the right section advances in line fourteen paces to the front and is halted by its Sergeant and dressed to the left; the Wing Adjutant posts the guides against the line and opposite the right and left files, facing to the right; the other sections execute *fours right*; the Sergeant of the second section halts in his own person in rear of the left of the first section, and when his rear four passes him, forms line to the left, halts the section, establishes his left guide section distance in rear of the left flank of the first, and dresses his section to the left; the other sections incline to the right, and each marches by the shortest line to a point section distance in rear of the left guide of the preceding section, inclines to the left, and executes what has been prescribed for the second section.

The Left Wing is marched in column of fours to the right, directing its march on the line of the second section of the Right Wing; the Wing Adjutant, accompanied by the guides of the

leading section, precedes the column, and establishes them on the general line facing to the right, so that the nearest guide is twenty-four paces from the flank of the Right Wing; the Second Lieutenant commands: 1. *Second platoon*, 2. *Column of sections*, 3. *First section*, 4. *Fours left*, in time to add 5. *MARCH*, when the leading section is opposite the guides; the leading section forms line to the left, advances, and is halted and dressed to the left against the guides; the other sections play into column on the leading section as explained for the Right Wing.

If the second command of the Captain be *fours left*, the Second Lieutenant plays the Left Wing into column of sections on its sixth section as explained above for the Right Wing, substituting *left* for *right* and otherwise appropriately modifying the commands and text; the Right Wing is marched to the left in column of fours, and played into column on its sixth section at the prescribed interval from the right of the Left Wing.

In establishing the guides of the rear sections before dressing them, Sergeants are to make allowance for the absence of the guides from the flanks of the leading section while they are marking the line.

288. The Company being in line, to form in double column, or in line of platoons (wings) in column of sections, on the center, the Captain commands: 1. *Double column*, 2. *Fours left and right*, 3. *MARCH*.

The Wing Adjutant of the Right Wing posts the guides of the sixth section fourteen paces in front of and opposite its right and left files, facing to the left; the Wing Adjutant of the Left Wing posts the guides of the first section fourteen paces in front of and opposite its right and left files, facing to the right (par. 271, b).

At the second command of the Captain, the First Lieutenant commands: 1. *First platoon*, 2. *Column of sections on sixth section*, 3. *Fours left*; and the Second Lieutenant commands: 1. *Second platoon*, 2. *Column of sections on first section*, 3. *Fours right*. At the command *march*, repeated by the Lieutenants, the wings simultaneously play into column, the Right Wing on its left section, and the Left Wing on its right section, as explained in par. 287, the leading sections of both wings being halted and dressed against the line of the guides.

In establishing the guides of the rear sections before dressing them, Sergeants are to make allowance for the absence of the guides from the flanks of the leading section while they are marking the general line.

### To Form Column of Sections to the Right (or Left) and Halt

289. Being in line, the Captain commands: 1. *Sections right (or left)*, 2. MARCH.

Each section executes the *turn and halt* (par. 188).

A wing, acting by itself, executes this formation from line by the same commands and means.

### To Form Column of Sections to the Right (or Left) and Advance

290. Being in line, the Captain commands: 1. *Sections*, 2. *Right (or left) turn*, 3. MARCH, 4. *Full step*, 5. MARCH, 6. *Guide (right or left)*.

Each section executes the *turn and advance*. The fifth command is given when all the sections have completed the turn.

A wing, acting by itself, executes this movement by the same commands and means.

### To Form Column of Sections on the Right (or Left) Section and Halt

291. Being in line, the Captain commands: 1. *Column of sections on first section, first platoon (or sixth section, second platoon)*, 2. *Fours right (or left)*, 3. MARCH.

If the formation be on the right section, the First Lieutenant, at the second command of the Captain, commands: 1. *First platoon*, 2. *Column of sections on first section*, 3. *Fours right*; and the Second Lieutenant commands: 1. *Second platoon*, 2. *Fours right*, 3. *Column half right*; at the command *march*, repeated by the Lieutenants, the Right Wing plays into column of sections on its first section as explained in par. 287, except that the guides are not posted in front of the leading company; the Left Wing is marched in column of fours by the shortest line to a point distant section distance and thirty-four paces to the rear of and twenty-four paces to the left of the left guide of the rear section of the Right Wing, when the Second Lieutenant commands: 1. *Column half left*, 2. MARCH; the leading company enters the column parallel to its front; the Second Lieutenant commands: 1. *Second platoon*, 2. *Column of sections*, 3. *First section*, 4. *Fours left* in time to add 5. MARCH, when the left guide of the leading section is opposite the left guides of the Right Wing; the leading section forms line to the left, advances ten

paces, is halted and dressed to the left, the left guide being established section distance and twenty-four paces in rear of and covering the rear guide of the Right Wing; the other sections of the Left Wing play into column on the first as explained in par. 287.

If the formation be on the left section, the Second Lieutenant plays the Left Wing into column of sections on its sixth section as explained above for the Right Wing, substituting *left* for *right*, and otherwise appropriately modifying the commands and text; the Right Wing is marched to the left and rear in column of fours, and played into column on its sixth section at the prescribed distance in rear of the Left Wing.

292. A wing, acting by itself, is played on its first or sixth section as above explained for the leading wing in a ployment of the Company. The Lieutenant commands: 1. *Column of sections on first (or sixth) section*, 2. *Fours right (or left)*, 3. MARCH.

### To Break by the Right or Left of Sections to the Rear into Column of Sections

293. Being in a line, at a halt, the Captain commands: 1. *Right (or left) of sections rear into column*, 2. MARCH.

At the first command, each Sergeant places himself three paces in front of the right file of his section, facing to the right, and commands: 1. *Fours right*, 2. *Column right*.

At the command *march*, all the fours wheel to the right; the leading four in each section again wheels to the right as soon as its wheel into the column of fours is completed, and is conducted perpendicularly to the rear by the right guide; the Sergeant places himself on the marching flank of the leading four as it approaches him, wheels to the rear with it, and halts on the line lately occupied by the Company, so that the file on the marching flank of each four shall nearly graze his right arm in passing to the rear. When the rear four nearly completes its wheel to the rear, the Sergeant commands: 1. *Fours left*, 2. MARCH, 3. *Section*, 4. HALT. The second command is given the instant the rear four has passed the Sergeant one pace, and the fourth command is given as the fours unite in line; the left guide places his left arm against the breast of the Sergeant, who then dresses his section to the left.

A wing, acting by itself, executes this formation from line by the same commands and means.



### To Break by Sections from the Right or Left to March to the Left or Right

294. Being in a line, at a halt, the Captain commands: 1. *Column of Sections*, 2. *Break from the right (or left) to march to the left (or right)*, 3. MARCH.

The Sergeant of the right section commands: 1. *Forward*, 2. *Guide left*, at the second command of the Captain; at the command *march*, the right section moves forward, and when it has advanced section distance to the front, its Sergeant commands: 1. *Left turn*, 2. MARCH; the left guide then directs his march parallel to the front of the Company.

Each of the other sections executes the same movements successively, in time to follow the preceding section at the prescribed distance.

A wing, acting alone, executes this formation from line by the same commands and means.

### To Form Column of Fours to the Right or Left and Halt

295. Being in line, the Captain commands: 1. *Fours right (or left)*, 2. MARCH, 3. *Company*, 4. HALT.

At the second command, all the fours wheel to the right. The fourth command is given as the fours complete the wheel (par. 224).

A wing, acting by itself, executes this formation from line by the same commands and means.

### To Form Column of Fours to the Right or Left and Advance

296. Being in line, the Captain commands: 1. *Fours right (or left)*, 2. MARCH.

At the second command, all the fours wheel to the right, and having completed the wheel continue to march in the new direction (pars. 190 and 224.)

A wing, acting by itself, executes this movement by the same commands and means as the Company.

### To Break into Column of Fours from the Right or Left, to March to the Left or Right

297. Being in line, at a halt, the Captain commands: 1. *Column of fours*, 2. *Break from the right (or left) to march to the left (or right)*, 3. MARCH.

At the second command, the Sergeant of the right section commands: 1. *Right forward*, 2. *Fours right*; at the command *march*, the section moves in column of fours to the front, and when its leading four has advanced section distance the Sergeant commands: 1. *Column left*, 2. MARCH; the guide then directs his march parallel to the front of the Company. Each of the other sections executes the same movements in time to follow at proper distance in rear of the preceding section.

A wing, acting by itself, executes this movement by the same commands and means as the Company.

### To March a Short Distance by the Flank

298. The Company, or a wing acting alone, will be usually marched to the right or left as prescribed in par. 296; but may be marched a short distance to either flank in column of files as follows:

Being at a halt, by the commands: 1. *Right (or left)*, 2. FACE, 3. *Forward*, 4. MARCH; or if marching, by the commands:

1. *By the right (or left) flank*, 2. MARCH.

All face individually, and maintain their relative positions.

To halt the Company (or wing), and face it to the front:

1. *Company (or Platoon)*, 2. HALT, 3. *Left (or right)*, 4. FACE.

To resume the march in line: 1. *By the left (or right) flank*, 2. MARCH, 3. *Guide center (right or left)*.

### To Form Square

299. Being in line, at a halt, the Captain commands: 1. *Form square*, 2. MARCH, 3. *Guides*, 4. *Posts*.

At the first command, the First Lieutenant commands:

1. *First, second, and third sections*, 2. *Three paces forward*, 3. MARCH; the Second Lieutenant commands: 1. *Fourth, fifth, and sixth sections (or such and such sections, indicating the three on the left)*, 2. *Three paces forward*, 3. MARCH. The designated sections move three paces to the front and halt. The First Lieutenant then commands: 1. *First, second, and third sections*, 2. *Change front on third section*; and the Second Lieutenant commands: 1. *Fourth, fifth, and sixth sections (or such and such sections, indicating the three which have advanced three paces)*, 2. *Change front on fourth section (or on such section, indicating that which is nearest the center of the Company)*.

At the command *march*, given by the Captain when the foregoing has been duly executed, and repeated by each Lieutenant, the designated sections change front on the sections indicated (par. 283). The Captain and staff, and the Lieutenants and Wing Adjutants take their proper posts, and the band is conducted to its position in rear of the interval between the wings (par. 235).

The third and fourth commands are given by the Captain when the sections which have changed front have finished dressing.

At the first command, the Sergeants of those sections which are not to change front caution their sections to *stand fast*.

### MOVEMENTS IN AND FROM TWO LINES OR COLUMN OF PLATOONS (WINGS)

300. The Company, being in two lines or column of platoons (wings), marches to the front, obliques, and is faced or marched to the rear as explained for the Company in line (pars. 272 to 281, incl.), the wings preserving their relative distance from each other.

#### To March by the Flank

301. The Company being in two lines, the Captain commands: 1. *Fours right (or left)*, 2. *MARCH*, 3. *Guide left (or right)*.

At the command *march*, each wing wheels by fours to the right and continues to advance. The leading guide of the left column is the guide of the company and conducts his wing straight to the front in the new direction. The leading guide of the right column marches parallel to and abreast of the guide of the Company, preserving an interval equal to the front of his wing plus twenty-four paces from the base column. The officers and staff move to the right, preserving their relative positions.

302. The Company being in two lines, may be marched a few paces to either flank from a halt or while marching, halted and faced to the front, or again marched in line to the front, as explained in par. 298.

303. Marching by the flank in two columns of fours as explained in par. 301, to gain ground to the right or left, the Captain commands: 1. *Platoons*, 2. *Column half right (or half left)*, 3. *MARCH*.

The columns change direction half right (or half left) preserving their relative position and interval.

To resume the original direction, the Captain commands: 1. *Platoons*, 2. *Column half left (or half right)*, 3. *MARCH*.

Line should not be formed in the course of this movement until the rear of each column has changed direction and covers the leading four; otherwise the line will be concave or convex, the rear of the column being in advance of or in rear of, the alignment.

#### To Form Line to the Front

304. The Company being in two lines with the Right or Infantry Wing in front, the Captain commands: 1. *Left front into line*, 2. *MARCH*, 3. *Guides*, 4. *Posts*.

At the first command, the First Lieutenant gives the first and second commands for a general alignment of his wing on its right section (par. 268); the Second Lieutenant commands: 1. *Second platoon*, 2. *Fours left*, 3. *Sixth section*, 4. *Left forward*, 5. *Fours left*.

At the command *march*, the First Lieutenant commands: 3. *First platoon*, 4. *Right*, 5. *DRESS*, and the Wing is aligned to the right; the Second Lieutenant repeats the command *march*, whereupon the Left Wing moves out in column of fours, the leading guide directing his march on the left four of the Right Wing. When the head of the column is section distance in rear of the Right Wing, the Second Lieutenant commands: 1. *Column left*, 2. *MARCH*; the column changes direction to the left and is conducted by its leading guide parallel to and at section distance from a line in prolongation of the alignment of the Right Wing. The Wing Adjutant hastens to the points in this alignment twenty-four paces distant from the left of the Right Wing, and posts himself where the right of the Left Wing is to rest. When the rear of the column is nearly opposite the Wing Adjutant, the Second Lieutenant commands: 1. *Fours right*, 2. *MARCH*, 3. *Platoon*, 4. *HALT*. The command *march* is given the instant the rear guide of the column is opposite the Wing Adjutant, and the command *halt* as the fours unite in lines. The Second Lieutenant then gives his Wing a general alignment on its right section (par. 268), the guides being established in prolongation of the line of the guides of the Right Wing and verified by the Wing Adjutant. At the command *right dress* the Sergeants successively from the right, march their sections in line towards the alignment, halt them at one pace from it, and dress them to the right.



The command *guides posts* is given by the Captain when the Sergeant of the left section takes his post in front of his section.

305. The Company being in two lines with the Left or Artillery Wing in front, may form line to the front at the command of the Captain: 1. *Right front into line*, 2. MARCH, 3. *Guides*, 4. *Posts*, upon the same principles as explained above.

#### To Form Line to the Left or Right

306. The Company being in two lines, the Captain commands: 1. *Platoons*, 2. *Change front on sixth (or first) section*, 3. *Sections*, 4. *Left (or right) half turn*, 5. MARCH, 6. *Guides*, 7. *Posts*.

The Wings simultaneously change front ninety degrees each on the designated section (par. 283), thereby forming on one line.

Before giving the commands, the Captain will see that the pivot flanks of the two lines cover.

#### To Form in Column of Sections Facing to the Front

307. The Company being in two lines, the Captain commands: 1. *Platoons*, 2. *Column of Sections on first (or sixth) section*, 3. *Fours right (or left)*, 4. MARCH.

Each wing is played on its first or sixth section as explained in par. 292.

#### To March in Column of Sections in any Direction

308. The Company being in two lines, the Captain first commands: 1. *Sections right (or left)*, 2. MARCH.

Each wing forms column of sections to the right (or left) and halts as explained in par. 289.

If the Company is to march in column of sections to the original front, the Captain next commands: 1. *Platoons*, 2. *Forward*, 3. *Column left (or right)*, 4. MARCH; if to the original rear, he commands: 1. *Platoons*, 2. *Forward*, 3. *Column right (or left)*, 4. MARCH. Executed simultaneously by both wings, thereby bringing them into column of sections in the desired direction.

If the Company is to march in column of sections to the original flank, the Captain commands: 1. *Column of sections*, 2. *First (or Second) platoon*, 3. *Forward*, 4. *Guide right (or left)*, 5. MARCH.

At the command *march* the designated wing advances. The

other wing is conducted by the shortest line in such a manner as to follow the preceding wing at the prescribed distance.

309. Before attempting the movements explained in pars. 307 and 308, the Captain will see that the sections on the flank toward which the ployment is to be made cover at the proper distance.

#### To March in Column of Fours in any Direction

310. The Company being in two lines, the Captain commands: 1. *Column of fours*, 2. *First platoon*, 3. *Fours right*, (or 2. *Second platoon*, 3. *Fours left*), 4. MARCH.

At the command *march*, the designated wing forms column of fours and advances in the indicated direction. The other wing executes the same movement and is conducted by the shortest line in such a manner as to follow the preceding wing at the prescribed distance.

### MOVEMENTS IN AND FROM COLUMN OF SECTIONS

#### To March to the Front

311. Being in column of sections, the Captain commands: 1. *Forward*, 2. *Guide (right or left)*, 3. MARCH.

The guide of the leading section marches straight to the front in accordance with the principles explained in par. 50. The guides of the sections in rear march in trace of the leading guide, each preserving accurately a distance equal to the front of the section from the next preceding guide.

If the sections are unequal in size, and the guide is toward the flank which is not covering, each Sergeant of a short section assists his guide to gain the trace and distance by obliquing his section when necessary, causing it to lengthen or shorten the step.

312. To effect a slight change of direction, the Captain commands: *Incline to the right (or left)*, and indicates the new line of direction. The leading guide gradually advances the left shoulder, his section conforming to his movements. The rear sections execute the change of direction on the same ground and in the same manner as the leading section.

313. A wing, moving by itself in column of sections, is marched to the front by the same commands and according to the same principles as explained for the Company.

### To Oblique in Column of Sections

314. Being in column of sections, the Captain commands:  
1. *Right (or left) oblique*, 2. MARCH.

During the oblique the guide is on the flank toward which the oblique is directed. The Lieutenants and Sergeants see that the front of each section continues parallel to its original alignment.

315. To resume the direct march, the Captain commands:  
1. *Forward*, 2. *Guide (right or left)*, 3. MARCH.

316. A wing, moving by itself in column of sections, executes the oblique march and resumes the direct march by the same commands and according to the same principles as explained for the Company.

### To Face the Column to the Rear, and to March It to the Rear

317. Being in column of sections, the Captain commands:  
1. *Fours right (or left) about*, 2. MARCH, 3. *Company*, 4. HALT; or, 3. *Guide (right or left)*.

The sections wheel about by fours (par. 200). The command *halt* is given as the fours unite in line. When the Company, in column of sections, on street parade or route march, wheels about by fours and is halted faced to the rear, the Captain and Staff take post in front of the column and the Lieutenants and Wing Adjutants take post in front of their respective wings after they halt. This will not be done, however, when the commands are given by the Captain immediately after halting to face the Company to its original front.

If the Company be not halted, the Captain commands *Guide (right or left)* as the fours unite in line. If on street parade or route march, the Officers, Staff, and Wing Adjutants remain in their relative positions until the column is halted, when they take their posts in front unless the Captain immediately gives the commands to face the Company to its original front.

If the sections are unequal in size, each Sergeant of a short section assists his guide to gain the trace and distance by obliquing his section when necessary, causing it to lengthen or shorten the step.

318. The Company may be marched a few paces to the rear by the commands: 1. *Company*, 2. *About*, 3. FACE, 4. *Forward*, 5. *Guide (right or left)*, 6. MARCH; or, if marching, by the commands: 1. *To the rear*, 2. MARCH, 3. *Guide (right or left)*.

The Officers, staff, Wing Adjutants, and Sergeants, upon facing about, remain in their relative positions.

319. A wing, moving by itself in column of sections, is faced or marched to the rear by the same commands and means as the Company in column of sections, substituting in the commands *platoon for company*.

### To Halt the Column

320. The Company, or a wing moving by itself, being in march in column of sections, the Captain or Lieutenant commands:  
1. *Company (or Platoon)*, 2. HALT.

The column halts, and the guides stand fast, although they may have lost distance and be out of the direction of the guides in front.

If the command *halt* be given while the column is obliquing, the officers and men halt faced to the front.

### To Face the Column to a Flank, and to March It by the Flank

321. Being in column of sections, the Captain commands:  
1. *Fours right (or left)*, 2. MARCH, 3. *Company*, 4. HALT; or, 3. *Guide (right or left)*.

The command *halt* is given when the fours have completed their wheel to the right (or left).

If the command *halt* be not given, the sections continue to advance in column of fours. The leading guide of the section on the indicated flank is the guide of the Company and conducts his section straight to the front in the new direction. The leading guides of the other sections march parallel to and abreast of the guide of the Company, each preserving such an interval from the section next toward the guide as to place his own section at the proper distance from the preceding section upon forming again into column of sections. The Officers and staff preserve their relative positions.

322. Marching by the flank as explained in par. 321, to gain ground to the right or left, the Captain commands: 1. *Sections*, 2. *Column half right (or half left)*, 3. MARCH.

The columns of fours change direction half right (or half left), preserving their relative position and intervals, regulating their movements by those of the section toward which the movement is made, as when obliquing.



To resume the original direction, the Captain commands: 1. *Sections*, 2. *Column half left* (or *half right*), 3. MARCH, 4. *Guide* (right or left).

The guide is always announced on resuming the original direction, and will usually be on the same flank as before the movement.

323. Marching by the flank as explained in par. 321, to again face or march to the front in column of sections, the Captain commands: 1. *Fours left* (or *right*), 2. MARCH, 3. *Company*, 4. HALT; or, 3. *Guide* (right or left).

The command *halt* is given, or, if the column is to advance, the guide is announced, as the fours unite in line.

324. The Company being in column of sections at a halt, may be marched a few paces to either flank by the commands: 1. *Right* (or *left*), 2. FACE, 3. *Forward*, 4. *Guide* (right or left), 5. MARCH; or, if marching, by the commands: 1. *By the right*, (or *left*) *flank*, 2. MARCH, 3. *Guide* (right or left).

All face individually and maintain their relative positions.

To halt the Company and face it to the front again in column of sections, the Captain commands: 1. *Company*, 2. HALT, 3. *Left* (or *right*), 4. FACE.

To resume the march to the front in column of sections, the Captain commands: 1. *By the left* (or *right*) *flank*, 2. MARCH, 3. *Guide* (right or left).

325. A wing, moving by itself in column of sections, is faced or marched to a flank, gains ground to the right or left while marching to a flank, and is faced or marched to the front again in column of sections, by the same commands and means as the Company (pars. 321 to 324, incl.), substituting in the commands *platoon* for *company*.

#### To Change Direction

326. Being in march in column of sections, the Captain commands: 1. *Column right* (or *left*); or, 1. *Column half right* (or *half left*), 2. MARCH.

At the first command, the Sergeant of the leading section commands: *Right turn* (or *Right half turn*), and repeats the command *march*. The leading section executes the turn (or half turn) and advances to the right, its Sergeant commanding 1. *Full step*, 2. MARCH, upon its completion (pars. 165 to 169

incl.). The command *march* is given by the Sergeant the instant the last man arrives on the new line in order not to check the sections in rear. The guide is then announced on the same flank as before the turn.

The other sections march squarely up to the turning point, and each changes direction by the same commands and means as the first.

327. Being in column of sections at a halt, to put the column in march and change direction at the same time, the Captain commands: 1. *Forward*, 2. *Guide right* (or *left*), 3. *Column right* (or *left*); or, 3. *Column half right* (or *half left*), 4. MARCH.

At the third command, the Sergeant of the leading section commands: *Right turn* (or *Right half turn*), and repeats the command *march*. The leading section turns and advances as explained in par. 165. The Sergeants of the sections in rear of the first command: 1. *Forward*, 2. *Guide right*, at the third command of the Captain, and repeat the command *march*. The rear sections march squarely up to the turning point, and each changes direction on the same ground and by the same commands and means as the first.

328. A wing, moving by itself in column of sections, changes direction by the same commands and means as explained for the Company in pars. 326 and 327.

#### To Change Direction by the Flank

329. Being in column of sections at a halt, the Captain commands: 1. *Change direction by the left* (or *right*) *flank*, 2. *Fours left* (or *right*), 3. MARCH.

At the second command, the Sergeant of the leading section commands: 1. *Left forward*, 2. *Fours left*, and the Sergeants of the other sections command: 1. *Fours left*.

At the command *march*, repeated by all the Sergeants, the leading section executes *left forward*, *fours left*; its Sergeant, as the rear four completes its wheel to the front, forms the section in line to the right, halts it, and dresses it to the right.

The other sections execute *fours left* and direct their march so as to enter the new column at the proper distance in rear of and parallel to the preceding section; each Sergeant halts in his own person when opposite the right guide of the preceding section and allows his section to march past him, forms it in line to the right, and dresses it to the right.

The first section may, by order of the Captain, be inclined at any angle to the original front. By this method any direction may be given to the column.

330. A wing, moving by itself in column of sections, changes direction by the flank by the same commands and means as explained for the Company in par. 329.

#### To Form Line to the Right or Left

331. The guide having been previously announced on the flank toward which the movement is to be made, the Company being in column of sections, the Captain sees that the guides are covering accurately at section distance, and commands: 1. *Sections right (or left)*, 2. MARCH, 3. *Guides*, 4. POSTS.

At the first command the left guide of the leading section places himself facing the leading guide of the column, nearly section distance in front of him, so as to be opposite one of the right files of his section when the movement is completed; the guide is assured in his position by the Wing Adjutant.

At the command *march*, each section executes the turn and halt to the right (par. 188); each Sergeant places himself facing to the front on the right of his section and verifies the alignment, taking his post in front of his section as soon as he commands: *front*.

At the command *posts*, the guides return to their posts in line.

332. To form line to the right or left and advance, the Captain commands: 1. *Sections*, 2. *Right (or left) turn*, 3. MARCH, 4. *Guide center (right or left)*, 5. *Full step*, 6. MARCH.

The sixth command is given when all the sections have completed the turn.

333. The column of sections being at a halt, if the guides on the flank toward which the movements explained in pars. 331 and 332 are to be made do not cover or have not their proper distances, the Captain aligns the sections as explained in par. 264.

334. A wing, moving by itself in column of sections, forms line to the right or left and halts or advances by the same commands and means as explained for the Company in pars. 331, 332, and 333.

#### To Form Line on the Right or Left

335. Being in column of sections, the Captain commands: 1. *On right (or left) into line*, 2. MARCH, 3. *Guides*, 4. POSTS, (See par. 271, a, b, c, g, h, i, j, o.).

At the first command, the Sergeant of the leading section commands: *Right turn*, and if the column be at a halt, the Sergeants of the other sections command: 1. *Forward*, 2. *Guide right*.

At the command *march*, the leading section executes right turn, advances to the guides, is halted by the Sergeant and dressed to the right. The other sections move forward, each Sergeant giving the commands: 1. *Right turn*, 2. MARCH, upon arriving opposite the right of his place in line, at which the section executes *right turn*, advances to the guides, is halted by the Sergeant, and dressed to the right.

336. A wing, moving by itself in column of sections, forms line on the right or left from a halt or while marching by the same commands and means as explained for the Company in par. 335.

#### To Form Front into Line

337. Being in column of sections, at a halt, the Captain commands: 1. *Left (or right) front into line*, 2. MARCH. (See par. 271, a, b, d, g, h, i, j, o.).

At the first command, the Sergeant of the leading section cautions his section: *Stand fast*; the Sergeants of the other sections command: *Fours left*.

At the command *march*, the leading section is dressed to the right against the guides; the other sections execute *fours left* and march parallel to the new alignment; each Sergeant halts in his own person when opposite the point where the right of his section will rest on the line, and when the rear four of his section is abreast of him, commands: 1. *Fours right*, 2. MARCH, 3. *Guide right*, at which the section forms line to the right, advances to the guides, is halted by the Sergeant and dressed to the right.

338. Being in march, the movement is similarly executed. The Sergeant of the leading section, at the first command, commands: 1. *Section*, and adds 2. HALT, at the command *march*, after which the movement proceeds as explained in par. 337.

339. A wing moving by itself in column of sections, forms, *front into line* from a halt or while marching by the same commands and means as explained for the Company in pars. 337 and 338.



### To Form Front into Two Lines

340. Being in column of sections, the Captain commands: 1. *Platoons*, 2. *Left (or right) front into line*, 3. *MARCH*, 4. *Guides*, 5. *Posts*.

The wings execute *left (or right) front into line* simultaneously as explained in pars. 337, 338, and 339.

The fifth command is given when all the sections have finished dressing.

### To Form Front into Double Column, or in Line of Platoons (Wings) in Column of Sections

341. Being in column of sections at a halt, the Captain commands: 1. *Left (or right) front into double column*, 2. *MARCH*, 3. *Guides*, 4. *Posts*. (See par. 271 n.)

At the first command, the First Lieutenant cautions the Right Wing: *Stand Fast*, and his Wing Adjutant posts the guides of the leading section against the line and opposite the right and left files facing to the right. The Second Lieutenant commands: 1. *Second Platoon*, 2. *Fours left*.

The command *march* is repeated by the Second Lieutenant, who adds the command: *Guide right*, and marches his wing by the left flank as explained in Par. 321, the guide moving parallel to a line in prolongation of the alignment of the leading section of the Right Wing. The Second Lieutenant commands: 1. *Second platoon*, 2. *Fours right*, in time to add the command: 3. *MARCH*, when the rear fours are twenty-four paces distant from the line of the left guides of the Right Wing, and the command: 4. *Guide right*, as the fours unite in line. The Left Wing then advances in column of sections to the front, preserving an interval of twenty-four paces from the Right Wing, and is halted by the Second Lieutenant when the leading section is nearly abreast of the leading section of the Right Wing.

The Wing Adjutant posts the guides of the leading section, and the Left Wing is dressed to the right according to the principles explained in par. 287.

The fourth command is given when the last section has finished dressing.

342. If the column of sections be faced to the rear so that the Left Wing is in front, the Company may form front into double column in accordance with the same principles, substituting

*left for right* and otherwise appropriately modifying the commands and text.

### To Form in Double Column, or in Line of Platoons (Wings) in Column of Sections, to the Flank

343. Being in column of sections, the Captain commands: 1. *Platoons*, 2. *Change direction by the right (or left) flank*, 3. *MARCH*.

The wings simultaneously change direction by the flank as explained in pars. 329 and 330.

The interval between the wings is then closed as explained in par. 350, on the wing designated in the commands.

### To March in Column of Fours to the Front

344. Being in column of sections, the Captain commands: 1. *Sections*, 2. *Right (or left) forward*, 3. *Fours right (or left)*, 4. *MARCH*.

The sections execute this movement simultaneously. When the situation renders it expedient to cause the sections to form column of fours to the front successively it will be effected by the commands and means laid down in par. 395.

### To March in Column of Fours to the Rear

345. Being in column of sections, the Captain commands: 1. *Fours left (or right)*, 2. *Sections*, 3. *Column left (or right)*, 4. *MARCH*.

The sections execute this movement simultaneously.

346. A wing, moving by itself in column of sections, marches to the front or to the rear in column of fours by the same commands and means as explained for the Company in pars. 344 and 345.

### MOVEMENTS IN AND FROM DOUBLE COLUMN, OR LINE OF PLATOONS (WINGS) IN COLUMN OF SECTIONS

347. The Company, being in double column, or line of platoons (wings) in column of sections, marches to the front, obliques, is faced or marched to the rear, is faced or marched to a flank, and gains ground to the right or left while marching to a flank

as explained for a column of sections, the Wings preserving their relative interval or distance.

### To Extend or Close the Interval between Wings

348. The normal interval between the wings in double column is twenty-four paces. Deploying interval is such an interval that if the wings form front into line on their leading sections, the Company, at the completion of the movement, will be in line with the prescribed interval of twenty-four paces between the wings. Measured from the inner flank of the base wing, the deploying interval will be equal to the aggregate front of all the sections in the base wing except the leading section plus twenty-four paces. As the front of a section of the standard number of men is a little over ten paces, it follows that the deploying interval will usually be fifty-one or fifty-two paces plus the twenty-four paces of interval between the wings, or about seventy-five paces in all.

As this measurement varies with the number of sections in a wing and the number of fours in each section, it is the duty of the Wing Adjutant to ascertain, at each drill and parade, the exact deploying interval both for his own wing and for the other wing, so that he may be able at any time to pace off or estimate on the ground the amount of space required, and indicate to his Lieutenant the point where the flank of the wing is to rest upon taking the deploying interval.

349. Being in double column at the normal interval, or at any interval less than the deploying interval, to extend the interval the Captain commands: 1. *On First (or Second) Platoon*, 2. *Take deploying interval*, 3. *MARCH*.

The designated wing stands fast; the other wing marches by the flank (par. 321), inclining slightly to the rear (par. 322), and when it has gained the interval executes *fours right* (or *left*), and is halted on the line of the base wing.

The Wing Adjutant precedes the column, and indicates to the Lieutenant the point where the inner flank of the leading section is to rest.

350. Being in double column at any interval greater than the normal interval, to close the interval the Captain commands: 1. *On First (or Second) Platoon*, 2. *Close interval*, 3. *MARCH*.

The movement is executed on the principles explained in par. 349.

### To Deploy into Line

351. Being in double column with the center sections in front, to deploy into line the Captain commands: 1.  *platoons*, 2. *Right and left front into line*, 3. *MARCH*, 4. *Guides*, 5. *Posts*.

The Right Wing executes *right front into line*, and the Left Wing simultaneously executes *left front into line*, by command of their respective Lieutenants (pars. 337, 338, and 339).

The fifth command is given when all the sections have finished dressing.

352. Being in double column, at a halt, with the right section of each wing in front, the Captain first causes the Company to take the deploying interval on either wing that he may select (par. 349), and then commands: 1.  *platoons*, 2. *Left front into line*, 3. *MARCH*, 4. *Guides*, 5. *Posts*.

The wings simultaneously execute *left front into line* by command of their respective Lieutenants (pars. 337, 338, and 339).

The fifth command is given when all the sections in both wings have finished dressing.

353. Being in double column, at a halt, with the left section of each wing in front, the Company is formed front into line on the principles explained in par. 352, the wings executing *right front into line* after the deploying interval has been taken.

### To Form Column of Sections to the Front

354. Being in double column, at a halt, the Captain commands: 1. *Column of sections*, 2. *Second platoon*, 3. *Fours right about*, 4. *MARCH*.

At the third command, the First Lieutenant cautions the Right Wing to *stand fast*; the Second Lieutenant repeats the preparatory commands: 1. *Second platoon*, 2. *Fours right about*. At the command *march*, repeated by the Second Lieutenant, the Left Wing wheels about by fours to the right, the Second Lieutenant adding *guide left* as the fours unite in line. The Wing Adjutant hastens to place himself section distance plus twenty-four paces in rear of the left guide of the rear section of the Right Wing. The Left Wing continues to move straight to the rear. The Second Lieutenant commands: 1. *Fours left*, 2. *MARCH*, 3. *Guide left*, the instant the first section (now the rear section of the Left Wing) is abreast of the Wing Adjutant, upon which the Left Wing executes *fours left* and moves



forward in the new direction until it arrives in rear of the Right Wing. The Second Lieutenant commands: 1. *Fours left*, 2. *MARCH*, the instant the rear fours are in line with the left files of the Right Wing, adding: 3. *Platoon*, 4. *HALT*, as the fours unite in line.

If necessary, the Captain directs the Second Lieutenant to give his wing a general alignment to the left (par. 264).

Column of sections facing to the front with the Left Wing in front may be formed from double column on the same principles, the commands and text being appropriately modified.

#### To Form Column of Sections to the Right or Left

355. Being in double column, at a halt, to form a column of sections facing to the right, the Captain first causes the Company to take the deploying interval on either wing he may select (par. 349), and then commands: 1. *Platoons*, 2. *Change direction by the left flank*, 3. *Fours left*, 4. *MARCH*.

The wings simultaneously change direction by the left flank by command of their respective Lieutenants as explained in pars. 329 and 330.

Column of sections facing to the *left* may be formed from double column on the same principles, the Captain causing the wings to change direction by the *right* flank.

#### To March in Column of Sections to the Right or Left

356. Being in double column, at a halt, with the Right Wing on the right of the line, to march to the right in column of sections, the Captain commands: 1. *Column of sections*, 2. *First platoon*, 3. *Forward*, 4. *Guide right*, 5. *Column right*; or, 5. *Column half right*, 6. *MARCH*.

The Right Wing immediately executes the movement as explained in par. 327.

The Second Lieutenant cautions the Left Wing to *stand fast* while the Right Wing is being put in march, and then commands: 1. *Second platoon*, 2. *Forward*, 3. *Guide right*, 4. *Column right*; or 4. *Column half right*, in time to add 5. *MARCH*, the instant the rear section of the Right Wing arrives abreast of the leading section of the Left Wing. The command *march* should be given so that the leading section of the Left Wing will execute the turn simultaneously with the rear section of the Right Wing,

thereby causing the Left Wing to follow the Right Wing at the proper distance.

The Company being in double column, at a halt, with the Right Wing on the right of the line, marches to the left in column of sections with the Left Wing in advance, on the same principles; or, if the Left Wing be on the right of the line, marches to the right or left in column of sections on the same principles; the commands and text being appropriately modified.

#### To March in Column of Sections to the Front

357. Being in double column, at a halt, with the Right Wing on the right of the line, to march in column of sections to the front, the Captain commands: 1. *Column of Sections*, 2. *First platoon*, 3. *Forward*, 4. *Guide left*, 5. *MARCH*.

The First Lieutenant repeats the second, third, and fourth commands. At the command *march*, repeated by the First Lieutenant, the Right Wing marches to the front in column of sections with the guide left.

The Second Lieutenant cautions the Left Wing to *stand fast* while the Right Wing is being put in march. When the rear section of the Right Wing is abreast of the leading section of the Left Wing, the Second Lieutenant commands: 1. *Second platoon*, 2. *Right oblique*, and adds: 3. *MARCH*, the instant the rear section of the Right Wing has advanced twenty paces beyond the line of the leading section of the Left Wing. The Left Wing obliques to the right, and when its left guides arrive in trace of the left guides of the Right Wing, the Second Lieutenant commands: 1. *Forward*, 2. *MARCH*, 3. *Guide left*.

The Company being in double column, at a halt, with the Right Wing on the right of the line, marches to the front in column of sections with the Left Wing in advance on the same principles; or, if the Left Wing be on the right of the line, marches to the front in column of sections with either Wing in advance on the same principles; the commands and text being appropriately modified.

358. The movement explained in par. 357 may be executed by the Company while marching. The wing which is to oblique is halted at the command *march*, given by the Captain, and executes the oblique march to its position in rear of the leading wing at the command of its Lieutenant, given when the rear section of the leading wing has advanced twenty paces beyond the line of the leading section of the rear wing.

### To March in Column of Fours to the Front

359. Being in double column, at a halt, the Captain commands: 1. *Column of fours*, 2. *First* (or *Second*) *platoon*, 3. *Sections*, 4. *Right* (or *left*) *forward*, 5. *Fours right* (or *left*), 6. *MARCH*.

The designated wing moves to the front in column of fours as explained in par. 344. The other wing executes the same movement at the commands of its Lieutenant, given in time to permit it to follow the leading wing at the prescribed distance, and is conducted by the shortest line to its position in the column.

### To March in Column of Fours to the Rear

360. Being in double column, at a halt, the Captain commands: 1. *Column of fours*, 2. *Second* (or *First*) *platoon*, 3. *Fours left* (or *right*), 4. *Sections*, 5. *Column left* (or *right*), 6. *MARCH*.

The designated wing executes the movement at once as explained in par. 345, and moves straight to the rear in column of fours. The Lieutenant commanding the other wing commands: 1. *Fours left* (or *right*), 2. *MARCH*, 3. *Platoon*, 4. *HALT*; and, when the rear four of the leading wing is opposite the left (or right) flank of the halted wing, he commands: 1. *Forward*, 2. *Sections*, 3. *Column left* (or *right*), 4. *MARCH*. The rear wing, having formed column of fours, is conducted by the shortest line so as to follow the leading wing at the prescribed distance.

## MOVEMENTS IN AND FROM COLUMN OF FOURS

361. The Company, or a wing acting alone, being in column of fours, *halts, advances, obliques, changes direction, marches by the flank and to the rear, forms column of twos and files, and reforms in column of twos and fours*, as explained for a section, substituting in the commands *company* or *platoon* for *section*.

### To Form Line to the Left or Right

362. Being in column of fours, the Captain commands: 1. *Fours left* (or *right*), 2. *MARCH*, 3. *Company*, 4. *HALT*; or, 3. *Guide center* (*right* or *left*).

The command *halt* is given as the fours unite in line. If the Company be not halted, the Captain commands: *guide center* (*right* or *left*) as the fours unite in line.

363. A wing, moving by itself in column of fours, forms line to the left or right as explained in par. 362.

### To Form on Right or Left into Line

364. Being in column of fours, at a halt, the Captain commands: 1. *On right* (or *left*) *into line*, 2. *MARCH* (par. 271, *a, b, c, g, h, i, o*).

At the first command, the Sergeant of the leading section commands: 1. *On right* (or *left*) *into line*; the other Sergeants command: 1. *Forward*.

At the command *march*, repeated by all the Sergeants, the leading section executes *on right* (or *left*) *into line*, as explained in par. 203; the other sections move forward, each Sergeant commanding: 1. *On right* (or *left*) *into line*, 2. *MARCH*, when his leading four is nearly opposite its place in line.

365. If marching, the movement is executed in the same manner. The Sergeants of sections in rear of the leading section omit the command *forward*.

366. A wing, moving by itself, forms on right or left, into line, as explained in pars. 364 and 365.

### To Form Front into Line

367. A wing, being in column of fours, at a halt, the Lieutenant commands: 1. *Left* (or *right*) *front into line*, 2. *MARCH* (par. 271, *a, b, e, g, h, i, o*).

At the first command, the Sergeant of the leading section commands: 1. *Left front into line*, 2. *Double time*; the Sergeant of the second section commands: 1. *Forward*, 2. *Column left*, and the other Sergeants command: 1. *Forward*, 2. *Column half left*.

At the command *march*, repeated by all the Sergeants, the leading section executes *left front into line* in double time as explained in par. 206. The Sergeant of the second section conducts it opposite the right of its place in line, changes direction to the right, and commands: 1. *Left front into line*, 2. *Double time*, 3. *MARCH*, when the leading four is at section distance from the line. The other Sergeants conduct their sections to a point at twice section distance in rear of the right of their places in line, change direction half right, and when at section distance from the line conform to what is explained for the Sergeant of the second section.



368. If marching, the movement is executed in the same manner. The Sergeants of sections in rear of the leading section omit the command *forward* in the preliminary commands.

369. The Company being in column of fours, at a halt, to form front into line, the Captain commands: 1. *Left (or right) front into line*, 2. MARCH, 3. *Guides*, 4. POSTS (par. 271, a, b, e, g, h, i, o).

At the first command, the Lieutenant of the leading wing commands: 1. *Left front into line*, and the Lieutenant of the wing in rear commands: 1. *Forward*, 2. *Column half left*.

At the command *march*, repeated by both Lieutenants, the leading wing executes *left front into line*, as explained in par. 367. The other Lieutenant so marches his wing that when its head of column arrives opposite its point of rest it will be at least twice section distance in rear of the line, when it changes direction half right, and on arriving at section distance from the line it executes *left front into line*. The Wing Adjutant of the rear wing precedes his column on the line and indicates the point of rest to the Lieutenant. The fourth command is given when the last section has finished dressing.

If marching, the Company executes the movement in the same manner. Lieutenants and Sergeants omit the command *forward* in giving the preliminary commands.

#### To Form Front into Line, Faced to the Rear

370. When the line is to be formed facing to the rear, the guides are so posted as to permit the leading section to pass between them, after which the second guide closes to a little less than section distance from the first. The guides of the other sections follow the same rule.

371. A wing, being in column of fours, at a halt, the Lieutenant commands: 1. *Right (or left) front into line, faced to the rear*, 2. MARCH.

Executed as explained in par. 367, except that each Sergeant halts his section one pace beyond the line, and, all the fours having arrived in line, wheels his section to the left about by fours, halts it and dresses it to the right.

In forming line faced to the rear, the fours wheel about toward the point of rest. *This rule is general.*

372. If marching, the movement is executed in the same manner. The Sergeants of sections in rear of the leading section omit the command *forward* in the preliminary commands.

373. The Company being in column of fours, at a halt, to form front into line faced to the rear, the Captain commands: 1. *Right (or left) front into line faced to the rear*, 2. MARCH, 3. *Guides*, 4. POSTS.

At the first command, the Lieutenant of the leading wing commands: 1. *Right front into line faced to the rear*, and the Lieutenant of the wing in rear commands: 1. *Forward*, 2. *Column half right*.

At the command *march*, repeated by both Lieutenants, the leading wing executes *right front into line faced to the rear*, as explained in pars. 370 and 371. The other wing is marched toward its point of rest as explained in par. 369, and executes *right front into line faced to the rear* when its head of column is section distance from the line.

The fourth command is given when the last section has finished dressing.

374. If marching, the Company executes the movement in the same manner. Lieutenants and Sergeants omit the command *forward* in giving the preliminary commands.

375. *Front into line* and *front into line faced to the rear* may also be executed on the rear of the column by first wheeling about by fours and then using the means explained.

#### To Form Front into Two Lines

376. Being in column of fours, the Captain commands: 1. *Platoons*, 2. *Left (or right) front into line*, 3. MARCH, 4. *Guides*, 5. POSTS.

The wings simultaneously execute *left front into line*, each on its leading section, as explained in par. 367.

The fifth command is given when all the sections have finished dressing.

#### To Form in Two Lines to the Right or Left

377. Being in column of fours, the Captain commands: 1. *Column of platoons*, 2. *First (or second) platoon*, 3. *Fours left (or right)*, 4. MARCH.

The Lieutenant of the leading wing repeats the second and third commands; the Lieutenant of the wing in rear, if the column be at a halt, commands: 1. *Second (or first) platoon, 2. Forward*; if marching, he omits these commands.

At the command *march*, the leading wing wheels by fours into line, the Lieutenant adding *guide left (or right)* as the fours unite in line, and advances a distance equal to the front of the rear wing in line plus twenty-four paces, when it is halted by its Lieutenant. The wing in rear moves forward in column of fours until it arrives on the ground where the leading wing formed line, when it is formed into line and halted by its Lieutenant, the command *halt* being given as the fours unite in line.

If necessary, the Captain directs either or both Lieutenants to give their respective wings a general alignment toward the flank from which they entered the column.

Being in column of fours, to form in two lines to the right or left so that the first line may be on the ground occupied by the leading wing at the commencement of the movement, the Captain forms the Company in line to the right or left and proceeds as explained in par. 285.

#### To Form in Two Lines Faced to the Rear

378. Being in column of fours, the Captain commands: 1. *Column of platoons, 2. First (or second) platoon, 3. Column left (or right), 4. MARCH.*

At the third command, if at a halt, the Lieutenant of the leading wing commands: 1. *First (or second) platoon, 2. Forward, 3. Column left*; and the Lieutenant of the wing in rear commands: 1. *Second (or first) platoon, 2. Forward.* If marching, the Lieutenant of the wing in rear omits these commands, and the Lieutenant of the leading wing repeats the second and third commands of the Captain.

At the command *march*, the leading wing executes *column left* and moves forward until the rear four has advanced ten paces in the new direction, when its Lieutenant commands: 1. *Fours left, 2. MARCH, 3. Platoon, 4. HALT.* The command *halt* is given when the fours unite in line. The wing in rear marches in column of fours straight to the front until its rear four is twenty-four paces beyond the alignment of the other wing, when its Lieutenant commands: 1. *Column left, 2. MARCH,* at which the column changes direction to the left, and is formed in line as

explained for the leading wing at a distance equal to its own front in line plus twenty-four paces from, parallel to, and covering, the latter.

#### To Form in Two Lines Facing to the Front

379. Being in column of fours, the Captain commands: 1. *Column of platoons, 2. Platoons, 3. Column right (or left), 4. MARCH.*

At the third command, if at a halt, both Lieutenants command: 1. *First (or second) platoon, 2. Forward, 3. Column right (or left).* If marching, they omit the command *forward.*

At the command *march*, both wings execute *column right* and move straight to the front in the new direction. The rear wing guides on and marches parallel to the leading wing. Each Lieutenant, when the rear four of his wing has advanced ten paces in the new direction, forms it in line to the left and halts it as the fours unite in line.

380. At the conclusion of the movements explained in pars. 378 and 379, the Captain, if necessary, directs either or both Lieutenants to give their respective wings a general alignment toward the flank from which they entered the column.

#### Formations into Double Column

381. Double column, or line of platoons (wings) in column of sections, with the first or right sections of each wing in front, can be formed from column of fours only when the first or right sections are at the head of the column, or, in other words, when the column of fours is formed *right in front*; and with the sixth or left sections of each wing in front, only when the column of fours is formed *left in front.*

382. Being in column of fours, *right in front*, to form double column with the sixth or left sections of each wing in front, the Captain first forms line, and then plays into column as explained in par. 287.

383. Being in column of fours, *left in front*, to form double column with the first or right sections of each wing in front, the Captain first forms line, and then plays into column as explained in par. 287.

384. Double column on the center, with the sixth section of the Right Wing, and the first section of the Left Wing, in front,



cannot be formed directly from column of fours. The Company must first be formed in line, after which it may be played into double column on the center sections as explained in par. 288.

385. In preparing to form double column as explained in pars. 382, 383, and 384, line should be formed in such a manner as to give the desired direction to the double column when the movement is finally completed. Any of the prescribed methods of forming line from column of fours which will accomplish this end may be adopted.

### To Form Double Column to the Left or Right

386. Being in column of fours, *right in front*, to form double column to the left or right with the first or right sections of each wing in front, the Captain commands: 1. *Double column*, 2. *First section, first platoon*, 3. *Fours left (or right)*, 4. MARCH, 5. *Guides*, 6. Posts (par. 271, m, n).

At the third command, the Lieutenant of the leading wing gives the preparatory commands for forming column of sections to the left on its first section (par. 397); if at a halt, the Lieutenant of the wing in rear commands: 1. *Second platoon*, 2. *Forward*; if marching, he omits these commands.

At the command *march*, repeated by the First Lieutenant, and, if at a halt, by both Lieutenants, the leading wing plays into column of sections to the left on its first section as explained in par. 397. The wing in rear marches in column of fours straight to the front.

As soon as the first section of the Right Wing is halted, the Wing Adjutant posts its guides against the line and opposite the right and left files, facing to the right. The Wing Adjutant of the Left Wing, accompanied by the guides of its first section, precedes his column, and establishes them on the alignment of the guides of the Right Wing so that the nearest guide is twenty-four paces from the flank of the Right Wing.

When the leading section of the Left Wing is opposite its guides, the Second Lieutenant plays his wing into column of sections to the left on its first section as explained in par. 397.

The sixth command is given when all the sections have finished dressing.

387. Being in column of fours, *left in front*, the Company forms double column to the right or left with the sixth or left sections

of each wing in front as explained in par. 386, appropriately modifying the commands and text.

### To Form Front into Double Column

388. Being in column of fours, *right in front*, to form front into double column with the first or right sections of each wing in front, the Captain commands: 1. *Left front into double column*, 2. MARCH, 3. *Guides*, 4. Posts (par. 271, m, n).

At the first command, the Lieutenant of the leading wing gives the preparatory commands for forming left front into column of sections (par. 392); if at a halt, the Lieutenant of the wing in rear commands: 1. *Second platoon*, 2. *Forward*, 3. *Column left*; if marching, he omits the command *forward*.

At the command *march*, repeated by both Lieutenants, the leading wing forms left front into column of sections as explained in par. 392. The wing in rear changes direction to the left and moves in the new direction until its leading four is twenty-four paces beyond the line of the left guides of the Right Wing, when its Lieutenant commands: 1. *Column right*, 2. MARCH, at which the column changes direction to the right and advances, the leading guide directing his march parallel to the left guides of the Right Wing and twenty-seven paces from its flank.

As soon as the Right Wing is halted, the Wing Adjutant posts the guides of the leading section against the line and opposite the right and left files, facing to the right. The Wing Adjutant of the Left Wing, accompanied by the guides of its leading section, precedes his column, and establishes them on the alignment of the guides of the Right Wing so that the nearest guide is twenty-four paces plus the width of a man from the flank of the Right Wing. When the leading guide of the column has gone ahead to mark the line, the number one man of the leading four becomes the guide of the column and marches straight toward the guide established nearest the Right Wing.

When the leading four arrives at section distance from the guides, the Lieutenant forms the Left Wing left front into column of sections as explained in par. 392, and halts it when the leading four is about one pace in rear of the alignment indicated by the guides. The leading section is dressed against the guides; those in rear at section distance from one another.

The fourth command is given when all the sections have finished dressing.

389. Being in column of fours, *left in front*, the Company forms front into double column with the sixth or left sections of each wing in front as explained in par. 388, appropriately modifying the commands and text.

#### To Form in Double Column Faced to the Rear

390. Being in column of fours, *right in front*, to form front into double column faced to the rear, with the first or right sections of each wing in front, the Captain commands: 1. *Right front into double column, faced to the rear*, 2. MARCH, 3. *Guides*, 4. *Posts* (par. 271, *m, n*).

At the first command, the Lieutenant of the leading wing gives the preparatory commands for forming to the left into column of sections faced to the rear (par. 403); if at a halt, the Lieutenant of the wing in rear commands: 1. *Second platoon*, 2. *Forward*, 3. *Column half right*; if marching, he omits the command *forward*.

At the command *march*, repeated by both Lieutenants, the leading wing forms to the left into column of sections faced to the rear as explained in par. 403. The wing in rear executes *column half right* and is conducted toward a point thirty-two paces to the right of the column of fours and section distance short of the new alignment.

As soon as the first section of the Right Wing is halted, the Wing Adjutant posts its guides against the line and opposite the right and left files, facing to the left with reference to the original direction of the column. The Wing Adjutant of the Left Wing, accompanied by the guides of its first section, precedes his column, and establishes them on the alignment of the guides of the Right Wing so that the nearest guide is twenty-four paces plus the width of a man from the flank of the Right Wing. This should be done at the earliest possible moment to assist the march of the Left Wing.

The leading guide of the Left Wing having gone forward to mark the line, the number four man of the leading four becomes the guide of the column, the march of which is so regulated as to arrive, after the guides are posted, at a point ten paces short of the new alignment and ten paces to the right of the outer guide. At this point the Lieutenant causes the column to change direction half left, and immediately gives the preparatory commands for forming to the left into column of sections faced to the rear, adding the command *march* when the leading four

is one pace beyond the new alignment. The Left Wing forms column of sections faced to the rear as explained in par. 403.

The fourth command is given when all the sections have finished dressing.

391. Being in column of fours, *left in front*, the Company forms front into double column faced to the rear with the sixth or left sections of each wing in front as explained in par. 390, appropriately modifying the commands and text.

#### To Form Front Into Column of Sections

392. The Company, or a wing moving by itself, being in column of fours, to form front into column of sections, the Captain or Lieutenant commands: 1. *Sections*, 2. *Left (or right) front into line*, 3. MARCH, 4. *Company (or platoon)*, 5. HALT.

At the third command, the sections simultaneously execute front into line, each as explained in par. 205. The Captain or Lieutenant commands *halt*, when the leading four of the first section has advanced section distance. Each Sergeant verifies the alignment of his section and commands *front*.

393. Marching in column of fours at quick or double time, to form front into column of sections and continue the march, the Captain or Lieutenant commands: 1. *Sections*, 2. *Left (or right) front into line*, 3. *Double time*, 4. MARCH, 5. *Guide right (or left)*.

The sections simultaneously execute front into line in double time and continue to advance as explained in par. 206.

394. When desirable, as, for example, in the case of a column of fours emerging from a defile or narrow way, the sections may be required to form front into line successively, instead of simultaneously, each executing the movement on the same ground as the preceding section until finally the entire Company or wing has formed column of sections.

To execute this movement, which is, in effect, the same as that explained in par. 393, differing only in the manner of execution, the Company or wing, being in column of fours, must be marching in quick time when the Captain or Lieutenant commands: 1. *Column of sections*, 2. *First (or sixth) section*, 3. *Left (or right) front in line*, 4. *Double time*, 5. MARCH, 6. *Guide right (or left)*.

At the command *march*, the leading section executes front into line and continues to advance as explained in par. 206. The other sections continue to move forward in column of fours



execute front into line, each on the same ground as the leading section, and continue to advance.

395. Conversely, the Company, or a wing moving by itself, marching in column of sections at quick time, may form column of fours to the front, breaking by sections into column of fours successively instead of simultaneously as explained in par. 344. To execute this movement, which is, in effect, the same as that explained in par. 344, differing only in the manner of execution, the Captain or Lieutenant commands: 1. *Column of fours*, 2. *First (or sixth) section*, 3. *Right (or left) forward*, 4. *Fours right (or left)*, 5. MARCH.

At the command *march*, the leading section breaks into column of fours to the front and continues to advance. The other sections continue to move forward in line, break into column of fours, each on the same ground as the leading section, and continue to advance.

This movement may be executed as above explained when entering a defile or narrow way, and also after passing in review.

396. In executing the movements explained in pars. 392, 393, and 394, the sections will be required to form *left front into line* when the column of fours is *right in front*, and *right front into line* when the column of fours is *left in front*. In executing the movement explained in par. 395, the sections will be required to execute *right forward*, *fours right*, when the first section is the leading section, and *left forward*, *fours left*, when the sixth section is the leading section.

### To Form Column of Sections to the Left or Right, and Halt

397. A wing, being in column of fours, *right in front*, to form column of sections to the left or right with the first section in front, the Lieutenant commands: 1. *Column of Sections*, 2. *First section*, 3. *Fours left (or right)*, 4. MARCH.

At the command *march*, the leading section executes *fours left*, the Sergeant commanding *guide left* as the fours unite in line. The section having advanced in line ten paces in the new direction, is halted by the Sergeant and dressed to the left. The second section moves straight to the front in column of fours; its Sergeant halts in his own person in rear of the left of the first section, and when his rear four passes him forms line to the left, halts his section, establishes his left guide section distance in rear of the left guide of the first, and dresses his section to the

left. The other sections incline to the right, and each marches by the shortest line to a point section distance in rear of the left guide of the preceding section, inclines to the left, and executes what has been prescribed for the second section.

If at a halt, Sergeants give the commands necessary for putting their sections in march.

398. A wing, being in column of fours, *left in front*, forms column of sections to the right or left, and halts, with the sixth section in front, as explained in par. 397, appropriately modifying the commands and text.

399. A wing, being in column of fours, *right in front*, to form column of sections to the right or left, and halt, with the sixth section in front; or, being in column of fours, *left in front*, to form column of sections to the left or right, and halt, with the first section in front, is first formed into line, and then played into column of sections as explained in par. 291.

400. The Company, being in column of fours, *right in front*, to form column of sections to the left or right, and halt, with the first section of the Right Wing in front, the Captain commands: 1. *Column of sections*, 2. *First section, first platoon*, 3. *Fours left (or right)*, 4. MARCH.

At the third command, the First Lieutenant gives the preparatory commands for forming into column of sections to the left on the first section (par. 397); the Second Lieutenant commands: 1. *Second platoon*, 2. *Forward*, 3. *Column half right*, if at a halt; if marching, he omits the command *forward*.

At the command *march*, repeated by both Lieutenants, the Right Wing forms column of sections as explained in par. 397. The Left Wing executes *column half right*, is marched by the shortest line to a point distant section distance and thirty-eight paces in rear of and twenty-four paces to the left of the left guide of the rear section of the Right Wing, executes *column half left*, and forms column of sections in rear of the Right Wing on the principles explained in par. 291.

401. The Company, being in column of fours, *left in front* forms column of sections to the right or left, and halts, with the sixth section of the Left Wing in front, as explained in par. 400, appropriately modifying the commands and text.

402. The Company, being in column of fours, *right in front*, to form column of sections to the right or left, and halt, with the

sixth section of the Left Wing in front; or, being in column of fours, *left in front*, to form column of sections to the left or right, and halt, with the first section of the Right Wing in front, is first formed into line and then played into column of sections as explained in par. 291.

### To Form Column of Sections Faced to the Rear

403. A wing marching in column of fours, *right in front*, to form column of sections faced to the rear with the first section in front, the Lieutenant commands: 1. *Column of sections faced to the rear*, 2. *First section*, 3. *Column left*, 4. MARCH.

At the command *march*, the first section executes *column left*, and the leading guide having advanced ten paces in the new direction, the Sergeant halts in his own person, and, as his rear four passes him, forms line to the left, halts the section, and dresses it to the left.

Each of the other sections moves forward in column of fours beyond the point where the first section changed direction, executes *column left* so as to enter the column at section distance in rear of the preceding section, forms line to the left, and is halted and dressed to the left as explained for the first section.

If at a halt, the Lieutenant commands: 3. *Forward*, 4. *Column left*, 5. MARCH instead of 3. *Column left*, 4. MARCH, and the Sergeants give the commands necessary for putting their sections in march.

404. A wing, being in column of fours, *left in front*, forms column of sections faced to the rear with the sixth section in front as explained in par. 403, the sections, however, being required to change direction *column right*, instead of *column left*, and the commands and text being otherwise appropriately modified.

405. The Company being in column of fours, *right in front*, to form column of sections faced to the rear, with the first section of the Right Wing in front, the Captain commands: 1. *Column of sections faced to the rear*, 2. *First section, first platoon*, 3. *Column left*, 4. MARCH, if marching; or if at a halt, 3. *Forward*, 4. *Column left*, 5. MARCH.

At the command *column left*, the First Lieutenant gives the preparatory commands for forming column of sections faced to the rear (par. 403); if at a halt, the Second Lieutenant commands: 1. *Second platoon*, 2. *Forward*.

At the command *march*, repeated by the First Lieutenant, and, if at a halt, by both Lieutenants, the Right Wing forms column of sections faced to the rear as explained in par. 403. The Left Wing moves forward in column of fours, the Second Lieutenant giving the preparatory commands for forming column of sections faced to the rear in time to add *march* when the leading four of the first section has advanced section distance and twenty-four paces beyond the rear section of the Right Wing.

406. The Company, being in column of fours, *left in front*, forms column of sections faced to the rear, with the sixth section of the Left Wing in front, as explained in par. 405, the sections, however, being required to change direction *column right*, instead of *column left*, and the commands and text being otherwise appropriately modified.

407. Column of sections faced to the rear may be formed in an oblique direction on the principles above explained, by substituting in the commands *column half left* (or *half right*) for *column left* (or *right*).

### MOVEMENTS IN AND FROM OPEN SQUARE

408. The Company, being in open square, executes the *manual of arms* and the *rests* as prescribed in the school of the soldier and school of the squad; but no movements involving a change of position, direction, or formation, can be executed in or from the open square except the formation back into line.

### To Form Line

409. Being in square, to form line, the Captain commands: 1. *Form line*, 2. MARCH, 3. *Guides*, 4. *Posts*.

At the first command, the First Lieutenant commands: 1. *First, second, and third sections*, 2. *About*, 3. *FACE*; the Second Lieutenant commands: 1. *Fourth, fifth, and sixth sections* (or *such and such sections*), indicating those which are in crothet with the alignment), 2. *About*, 3. *FACE*. The First Lieutenant then commands: 1. *First, second, and third sections*, 2. *Change front on third section*, 3. MARCH; and the Second Lieutenant commands: 1. *Fourth, fifth, and sixth sections*, (or *such and such sections*), 2. *Change front on fourth section* (or *on such section*, indicating the one nearest the alignment), 3. MARCH.



The designated sections change front on the sections indicated as explained in par. 283. As soon as the sections in his wing have finished dressing after the change of front, each Lieutenant commands *Guides posts*. The guides having taken their posts in line, the First Lieutenant commands: 1. *First, second, and third sections*, 2. *Forward*, 3. *Guide right*, and the Second Lieutenant commands: 1. *Fourth, fifth, and sixth sections (or such and such sections)*, 2. *Forward*, 3. *Guide left*.

At the command *march*, given by the Captain when the foregoing has been duly executed, the Captain and staff, Lieutenants and their Wing Adjutants, move to their posts in line; the band or bands are conducted to their positions in line; the designated sections move forward with the guide as indicated, and are halted by the Lieutenants of their respective wings when at about one pace beyond the alignment, and faced to the front by the commands: 1. *About*, 2. *FACE*.

The First Lieutenant then immediately gives the Right Wing a general alignment to the left, posting the guides of the color section so as to give the line the same direction that it had before forming square. As soon as the guides of the Right Wing are on the line, the Second Lieutenant gives the Left Wing a general alignment to the right, posting the guides of its first section in the direction of the guides of the Right Wing. If any of the sections are in advance of the line, the wing commander will cause them to be moved to the rear when the guides are posted. The third and fourth commands are given by the Captain when both wings have completed the alignment.

## PART SIX

### CEREMONIES

#### COMPANY REVIEW

##### General Rules

410. To be suitable for a review in line, a field or parade ground should afford an unobstructed area measuring 140 paces in depth by 220 paces in width. This space is for the ceremony itself, and is exclusive of any allowance that should be made for spectators. It is possible, however, to perform the ceremony in a space more restricted as to depth, and, to a slight extent, as to width; but the minimum area for the Company with full ranks may be fairly set at  $100 \times 200$  paces, and when all the sections consist of four sets of fours each, instead of three, the estimated width given above should be increased by forty paces.

411. The post of the reviewing officer should ordinarily be 120 paces in front of and opposite the center of the Company. When the depth of the parade ground is at the minimum (100 paces), this distance may be decreased to eighty paces, in which case the Captain takes post forty paces, instead of sixty paces, in front of the Company. The post of the reviewing officer is ordinarily indicated by a flag, either fixed in the ground or carried by a color bearer.

412. The Company is formed in line at the proper distance from the post of the reviewing officer and parallel to his front. This alignment is the *base line* on which the ceremony is regulated. It is, therefore, selected first and the other essential points calculated with reference to it.

413. Previous to a review the Adjutant selects the base line, and then marks with camp colors (1) the points where the subdivisions are to change direction in such a manner that the

flanks, in passing, shall be twelve paces from the reviewing officer, (2) the reviewing point, and (3) the point on which the leading guide must direct his march to render the line of direction parallel to the front of the reviewing officer. If the reviewing officer is not to be accompanied by his own flag, the Adjutant also establishes a camp color, somewhat larger in size than the others, at the post of the reviewing officer.

If camp colors are not available, four markers are detailed and are used as explained in par. 251 and in the subsequent paragraphs.

Having selected the base line as the alignment on which the Company is to be formed, and fixed its location in his mind by reference to natural objects on either flank, the Adjutant proceeds to locate the camp colors or the posts of the markers as follows:

No. 1: On the line in prolongation of the alignment, twenty paces to the right of the right flank of the band.

No. 2: On a line perpendicular to the alignment, 110 paces distant from and in front of No. 1.

No. 3: Fifty paces to the left of the post of the reviewing officer, on a line ten paces in front of the same and parallel to his front.

No. 4: On the prolongation of the line passing through Nos. 2 and 3, and eighty-five paces to the right of the reviewing officer.

In the absence of natural objects on which to establish the base line, a fifth camp color may be placed on the intended alignment of the Company at about 220 paces to the left of camp color No. 1. No marker is posted at this point, however, and if a camp color is not available, it will be left unmarked.

414. The purpose of the camp colors or markers is as follows:

(a) Camp color or Marker No. 1 indicates the first change of direction after the column is put in march to pass in review. The leading guide directs his march on this point. The guides in rear also march on this point in trace of the leading guide. On arriving section distance from this point, the band, by signal from the drum major, and each section, by command of its Sergeant, executes *left turn*. At the completion of the turn the leading guide directs his march on

(b) Camp color or Marker No. 2, indicating the second change of direction. On arriving section distance and two paces from this point, the band, by signal from the drum major, and each section, by command of its Sergeant, again execute

*left turn*. At the completion of this second change of direction, the leading guide directs his march parallel to and two paces from the line passing through camp colors or Markers Nos. 2, 3, and 4.

(c) Camp color or Marker No. 3 serves as a warning that the column is approaching the post of the reviewing officer, and is beginning its passage in review under the eye of the latter. For this reason it is termed the "reviewing point." After passing this point and until reaching a point fifty paces beyond the reviewing officer, all officers and men march faced to their proper front and do not speak except to give the prescribed commands. Camp color or Marker No. 3 also assists the guides to maintain the proper line of direction.

(d) Camp color or Marker No. 4 indicates the line of direction of the column while passing the post of the reviewing officer. The leading guide directs his march on a point two paces to the left of camp color or Marker No. 4. On arriving opposite the latter, the sections successively execute *right forward*, *fours right*, and immediately afterward, *column left*, by command of their respective Sergeants, each on the same ground as the preceding section. The column of fours, having changed direction, moves perpendicularly toward the original alignment.

(e) Camp color No. 5, or, in its absence, some natural object previously indicated, together with camp color or Marker No. 1, enables the First Lieutenant to locate with accuracy the original alignment, and when the leading four of the Right Wing arrives on the same, he causes the column to change direction to the left and move along the alignment, the leading guide marching on camp color or Marker No. 1. The Left Wing follows the Right Wing, changing direction on the same ground by command of the Second Lieutenant. On arriving on the ground occupied by the Company before marching in review, both Wings, by command of their respective Lieutenants, form line, halt, and stand *at ease*.

415. When, instead of camp colors, markers are used, Nos. 2 and 3 will take the posts prescribed in par. 251, in rear of the last section, as the latter passes them, moving at the double time. Marker No. 4 follows in rear of the column of fours as it passes him, and, as soon as the Company halts, proceeds to his post in rear of the right section, passing in rear of the line. Marker No. 1 takes post in rear of the right section as soon as the command *at ease* is given by the Second Lieutenant.



416. When the depth of the parade ground is less than normal, the location of the camp colors or markers is modified accordingly; but Nos. 2, 3, and 4 are invariably placed on a line ten paces in advance of the reviewing officer and parallel to his front, and No. 1, together with No. 5 when used, beyond the flanks on the alignment of the Company.

417. To be suitable for a review in double column, a field or parade ground should measure not less than 160 paces in depth by 120 paces in width. When the sections consist of four sets of fours each, instead of three, the above dimension of width should be increased by ten paces. It is not practicable to perform the ceremony in this formation in a smaller area, which, moreover, makes no allowance for spectators.

The post of the reviewing officer is eighty paces in front of the alignment and opposite the interval between the wings.

The alignment, or *base line*, in this formation is the line occupied by the leading sections of the two wings and the front rank of the band. In selecting this alignment care must be taken to allow sufficient space in the rear for the depth of the columns as well as an additional open space not less than ten paces deep in rear of the rear sections.

The double column is invariably formed with the first sections of each wing in front.

418. Camp colors or markers are used in accordance with the principles explained for a review in line, four only being used in this formation. Nos. 1 and 4 are posted on the alignment, No. 1 being at least twenty-five paces to the right of the right flank of the band, and No. 4 being at least fifteen paces to the left of the left flank of the Left Wing. Nos. 2 and 3 are posted on a line ten paces in advance of the reviewing officer and parallel to his front, No. 2 being opposite No. 1, and No. 3 opposite No. 4. No camp color or marker is posted to indicate the reviewing point, but each subdivision observes the injunction as to silence, etc., mentioned in par. 414, upon resuming the full step after the second change of direction.

The purpose of camp color or Marker No. 1 corresponds with that explained for No. 1 in a review in line; No. 2 with that of No. 2; No. 3 with that of No. 4; and No. 4 with that of No. 5; and the instructions given in par. 414 to be observed on approaching the several points thus indicated apply in each instance to a review in double column except in the following respect: The

column of sections having broken into column of fours and changed direction to the left opposite camp color or Marker No. 3, moves toward the original alignment as indicated by Nos. 1 and 4, advances ten paces beyond the same, changes direction to the left and marches with its flank parallel to and ten paces from the alignment. When the head of the column arrives at the proper distance from No. 1, the wings, by command of their respective Lieutenants, ploy into double column again, with the right section of each wing in front, on the same ground and facing in the same direction as before the march in review.

When markers, instead of camp colors, are used, they follow the column and return to their posts after the Company has passed, as explained in par. 415.

419. The Captain, previous to the ceremony, may direct that the wings, after passing in review, shall return to their camp or quarters and be dismissed without forming again into line or double column; in which case the Lieutenants march their respective wings thither by the most practicable route, taking care not to obstruct or delay the passage of the rear subdivisions of the Company. In the absence of such directions, the Company is formed again into line or double column as above explained.

420. The reviewing party takes position at the post of the reviewing officer as soon as the Company has formed for the ceremony. His adjutant general or adjutant, and his personal aide (par. 6) are three paces in his rear, one pace to his left, and one pace to his right, respectively. The other members of his staff are in one line, arranged from right to left according to rank, six paces in rear of the reviewing officer. His flag and orderlies, if present, place themselves three paces in rear of the staff, the flag on the right.

421. Officers of the same or higher grade and distinguished personages invited to accompany the reviewing officer place themselves on his left; their staffs and orderlies place themselves respectively on the left of the staff and orderlies of the reviewing officer; all others who accompany the reviewing officer place themselves on the left of his staff. The Captain will detail additional aides to escort distinguished personages and to indicate to them their proper positions.

422. The reviewing officer, his staff, and others accompanying him, salute the colors as they pass whether the colors salute or not; those with arms not drawn salute by uncovering.

423. The reviewing officer alone returns the salute of the Captain, and of the Captain only.

424. While passing around the Company, the reviewing officer may direct his staff, flag, and orderlies to remain at the post of the reviewing officer, or that only his adjutant, personal aide, and flag shall accompany him; in either of such cases the Captain alone accompanies the reviewing officer, marching on his right. If the adjutant, personal aide, and flag are to accompany the party, the aide, covering the Captain, marches on the right of the adjutant, who covers the reviewing officer, the flag following in rear. If the reviewing officer is accompanied by his entire staff, the Commissioned Staff Officers of the Company place themselves severally on the right of the members of the reviewing officer's staff, so that the combined staffs form a column of twos in rear of the adjutant and aide, the reviewing officer's flag following in rear of the commissioned officers. The Non-commissioned Staff of the Company forms in column of twos in rear of the flag, and the reviewing officer's orderlies, in column of twos, march in rear of the Noncommissioned Staff.

425. When passing in front of the colors, the reviewing officer, Captain, and those accompanying them, except the flag bearer, salute with the right hand.

426. Whenever the Captain faces the line to give commands, the Lieutenants face about at the same time; they resume their front after seeing the movements executed. All such commands are executed in each wing when the command of execution is repeated by its Lieutenant, and not at the command of execution given by the Captain. When the command is *present arms*, the Commissioned and Noncommissioned Staff salute at the command of the Captain; the Wing Adjutants at the command of their respective Lieutenants; returning to *carry or order arms* in accordance with the same principles.

427. When the Captain and Lieutenants face the line to give commands, the Commissioned and Noncommissioned Staffs and the Wing Adjutants remain facing to the front.

*The rules given in pars. 426 and 427 apply to all ceremonies.*

428. When passing in review, the Commissioned and Non-commissioned Staffs salute with the Captain; the Wing Adjutants with their respective Lieutenants.

429. When the rank of the reviewing officer entitles him to the honor, the Company Color salutes at the command *present arms* when given by the Lieutenant of the wing with which the colors are posted, and again when passing in review (par. 246). When the Company Color salutes, the band renders the proper air, or the prescribed marches, flourishes, or ruffles are sounded by the field music. In passing in review, the band continues to play while the field music sounds the salute.

430. The band, immediately after passing the reviewing officer, turns out of the column, takes post in front of and facing him with its front rank about forty paces from his post, and continues to play until the Company has passed, when it ceases playing and follows in the rear of the Company. If the Company forms again in line or double column, the band proceeds to its post on the right, passing in rear of the Company after it has halted.

431. When the width of the parade ground is quite restricted, the band may be instructed to advance straight to the front at the command for marching in review, instead of first changing direction into column. In such case, the band shortens the step at first, to enable the column to gain on it until the leading section is at section distance and twenty-four paces in rear of the rear rank of the band.

### Review in Line

432. The Company, being in line, at *attention*, the Captain takes his post facing to the front (par. 236, k). When the reviewing officer has arrived at his post, the Captain faces the Company and commands: *Prepare for Review*, and again faces to the front.

The reviewing officer, accompanied by his staff unless otherwise directed (par. 424), then approaches the Captain, halting at thirty paces in front of him.

The Captain then faces the company, commands: 1. *Present*, 2. *Arms*, faces to the front, and salutes.

The reviewing officer having returned the salute, the Captain brings the Company to *order arms*, and again faces to the front. The Captain and Staff *return sword* and stand at attention. The reviewing officer then approaches to about six paces from the Captain; the latter salutes with the right hand, joins the review-



ing officer, taking post on his right, and accompanies him around the Company. The Staff governs itself according to the provisions of pars. 424 and 425.

The reviewing officer proceeds by the most direct route to the right of the band, thence parallel to the front of the Company passing in rear of the Lieutenants and in front of the Sergeants to the left of the line, and returns to the right of the band, passing in rear of the Company and band.

While the reviewing officer is passing around the Company, the band plays, ceasing when he returns to the right.

On arriving back at the right of the band, the Captain salutes and halts; the reviewing officer and those of his staff accompanying him continue on, returning directly to the post of the reviewing officer.

As soon as the reviewing officer and his staff have cleared his front, the Captain returns by the shortest line to his own post in front of the Company, halts there facing to the front, and draws sword. If the Staff has accompanied him around the Company, they halt while the reviewing party passes, then form in their proper places behind the Captain, follow him to his post, halting and drawing swords with him.

The reviewing officer having reached his post, the Captain commands: 1. *Sections right*, 2. *MARCH*. At the command *march*, the Company forms column of sections facing to the right (par. 289). The band changes direction to the right and moves forward, halting when its rear rank is at section distance and twenty-four paces in advance of the leading section.

The column having been formed, the Captain commands: 1. *Pass in review*, 2. *Forward*, 3. *Guide right*, 4. *MARCH*.

The column moves off, the band playing, changing direction without commands from the Captain or Lieutenants at the points indicated by camp colors or Markers Nos. 1 and 2, in the manner explained in par. 414, *a* and *b*.

At the second change of direction each Lieutenant takes post sixteen paces in front of his leading section.

At the command *march*, the Captain, followed by his Staff (par. 236, 1), moves to the right and marches parallel to the column until he meets the band as it advances after its second change of direction. He then turns into the column, placing himself thirty-two paces in front of the band.

The Captain and Staff salute, turning the head and looking toward the reviewing officer, when the Captain is six paces from

him; they return to the carry, turning the head and eyes to the front, when the Captain is six paces beyond him. Unarmed members of the Commissioned and Noncommissioned Staff salute with the hand, officers with the right hand, Noncommissioned Officers and privates with the hand farthest from the reviewing officer.

The Lieutenants and their Wing Adjutants salute as explained for the Captain and staff when the Lieutenant is at six paces from the reviewing officer.

Without facing about, each Sergeant commands: 1. *Eyes*, in time to add: 2. *RIGHT*, when at six paces from the reviewing officer, and commands: *Front*, when six paces beyond him. At the command *right*, all turn the head and eyes to the right except guides changed with the step, trace, and direction, and the Sergeant executes *present sword*; at the command *front*, all turn the head and eyes to the front, the Sergeant resuming the *carry sword*.

The Captain, having saluted, followed by his Staff, turns out of the column and places himself on the right of the reviewing officer (par. 236, *m*). Upon halting, the Captain and Staff return swords.

The drum major salutes at six paces from the reviewing officer, or, if there be no drum major, the band guide executes the *rifle salute*, and when the rear of the band has passed, conducts it to its position in front of the reviewing officer (par. 430).

The Company, having passed the reviewing officer, returns to the position it occupied before marching in review as explained in par. 414, *d* and *e*; or, if so ordered, it is conducted to its quarters and dismissed.

The rear of the column having passed, the Captain salutes the reviewing officer with the right hand, draws sword, and proceeds to his post in front of the Company as soon as it has formed again in line. If the Company has been marched to quarters and dismissed, he salutes as prescribed, but does not draw sword. In either case, the Staff conforms to the movements of the Captain, except that they do not salute.

### Review in Double Column

433. Subject to the provisions of pars. 417 and 418, and to the following modifications, the rules for a review in line apply to a review in double column.

The Captain puts the Company in march for the passage in review by the commands: 1. *In column of sections*, 2. *Pass in review*, 3. *First platoon*, 4. *Forward*, 5. *Guide right*, 6. *Column right*, 7. *MARCH*.

The movement is executed as explained in par. 356. The band changes direction to the right and moves off at the command *march*, shortening the step until the leading section has arrived section distance and twenty-four paces in its rear.

### COMPANY PARADE

434. The ceremony of Company Parade may be performed in line, or in double column with the right section of each wing in front.

It may take place at any hour of the day, but unless it takes place at retreat (which should be fixed at some time between 4.30 P.M. and sunset) the sounding of *retreat* and the playing of "The Star Spangled Banner" are omitted.

It may be preceded by a formation, or it may be performed in connection with drill or other ceremonies. In the latter case, the Company, being already formed, is given a general alignment, if necessary. The Captain and Staff take the post prescribed for them in this ceremony, and the Adjutant takes his position on the right of the Company. The ceremony begins when the Adjutant informs the First Lieutenant: *Sir, the line is formed*.

#### Company Parade in Line

435. Line is formed as explained in par. 252, except that the Captain takes post eighty, instead of sixty, paces in front of the center of the interval between the wings, facing the Company. The Commissioned and Noncommissioned Staff take their proper positions in rear of the Captain except the Adjutant who posts himself twenty paces in front of and six paces to the right of the right guide of the Right Wing, facing to the left, as soon as he has indicated the point of rest to the Wing Adjutant of the Right Wing.

The Adjutant, having commanded: 1. *Guides*, 2. *Posts*, informs the First Lieutenant: *Sir, the line is formed*.

The First Lieutenant faces about and commands: 1. *First platoon*, 2. *Parade*, 3. *Rest*, faces to the front, and comes to *parade rest*. As soon as the First Lieutenant has faced to the

front, the Second Lieutenant brings the Left Wing to *parade rest* in the same manner.

The Adjutant then faces toward the drum major, commands: *SOUND OFF*, faces to the front, and comes to *parade rest*.

The band, playing in quick time, passes in front of the Adjutant and the Lieutenants to the left of the Company and back to its post on the right, when it ceases playing.

At evening parade (that is, a parade held at any time between 4.30 P.M. and sunset), when the band ceases playing, *retreat* is sounded by all the field music. As the last note of *retreat* is sounding, the Adjutant comes to *attention* and *carry sword*, faces to the left, and when the call is finished, commands: 1. *Company*, 2. *ATTENTION*, and faces to the front, coming to *order sword*.

The sunset gun is fired, if at all, at the last note of *retreat*. The Adjutant waits for the gun before bringing the Company to *attention*.

At the command *attention*, the band plays "The Star Spangled Banner," commencing at the command and *not before*. During the playing of the air, the flag is lowered.

When the music ceases, the Adjutant comes to *carry sword*, moves parallel to and three paces in front of the line of the Lieutenants to the center of the Company, turns to the right, and halts at a point midway between the Captain and the Company. He then faces the Company, commands: 1. *Present*, 2. *ARMS*, faces the Captain, salutes, and reports: *Sir, the parade is formed*.

If the parade be not at retreat, the Adjutant proceeds to the center as above explained when the music of the *sound off* ceases, commands: 1. *Company*, 2. *ATTENTION*, 3. *Present*, 4. *ARMS*, faces the Captain, salutes, and reports as above.

The Captain and Staff stand at *parade rest*, with arms folded, left arm above the right, elbows nearly at the height of the shoulder, during the formation. If the parade be at retreat, they come to *attention* with the Adjutant preparatory to the playing of "The Star Spangled Banner," and remain at *Attention* until after the Adjutant's report. If not at retreat, they come to *attention* when the Adjutant leaves the right of the line to proceed to the center.

The Adjutant having reported: *Sir, the parade is formed*, the Captain returns his salute with the right hand and directs the Adjutant: *Take your post, sir*. The Adjutant takes his post



three paces to the rear and one pace to the right of the Captain, passing by his right.

The Captain and staff draw swords, and the Captain commands: 1. *Order*, 2. *ARMS*, and adds such other exercises in the manual of arms as he may desire, concluding with *order arms*.

The Captain then directs the Adjutant: *Receive the reports, sir*.

The Adjutant advances by the right of the Captain toward the line, halts midway between the Captain and the line of Lieutenants, and commands: 1. *Adjutants*, 2. *Front and center*, 3. *MARCH*.

At the command *march*, the Wing Adjutants come to *carry sword*, move three paces in front of the line of Lieutenants, close toward the center, halt when at three paces from the center, face to the front and come to *order sword*. The Adjutant then commands: *REPORT*. The Wing Adjutants, commencing on the right, salute and report: *Infantry (or Artillery) Wing, present or accounted for; or Infantry (or Artillery) Wing, (so many) officers and men are absent*. The Adjutant returns the salute of each Wing Adjutant when he has finished his report, the Wing Adjutant resuming *order sword* with the Adjutant.

The reports having been made, the Adjutant commands: 1. *Adjutants*, 2. *POSTS*, 3. *MARCH*; or, 3. *Double time*, 4. *MARCH*.

At the first command, the Wing Adjutants come to *carry sword*; at the second command they face toward the right and left respectively; and at the command *march* return to their posts in quick or double time, as indicated in the command.

The Adjutant then faces the Captain, salutes, and reports: *Sir, all are present or accounted for; or, Sir (so many) officers and men are absent*, including in the absentees those from the band and field music reported to him by the drum major prior to the parade.

The Captain returns the salute, and directs the Adjutant: *Publish the orders, sir*.

The Adjutant faces the Company and reads such orders as are to be published. While reading the orders, the sword is held suspended to the right wrist by the sword knot.

After publishing the orders, or, immediately upon facing the Company if there are no orders to be published, the Adjutant commands: 1. *Officers and Sergeants*, 2. *CENTER*, 3. *MARCH*, and returns to his post, passing by the Captain's right.

At the first command, the Lieutenants, Wing Adjutants, and

Sergeants execute *carry sword*. At the command *center*, each Wing Adjutant places himself on the line of and one pace to the left of his Lieutenant, and the Sergeants face toward the center. At the command *march*, the Sergeants close to the center, each facing to the front and coming to *order sword* as he arrives, in such a manner as to form one line, with the elbows touching lightly; the Lieutenants and Wing Adjutants move by the flank to the left and right on their own line and close in toward the center until the Wing Adjutant of the Right Wing is six paces to the right, and the Second Lieutenant is six paces to the left, of the flanks of the line of Sergeants, when they halt, face to the front, and come to *order sword*.

Officers and Sergeants having closed and faced to the front, the First Sergeant of Infantry, or, in his absence, the Sergeant next in rank present, commands: 1. *Forward*, 2. *Guide center*, 3. *MARCH*.

The Sergeants advance in line, the band playing; the left Sergeant of the Right Wing is the guide and marches on the Captain.

The Lieutenants and Wing Adjutants execute *carry swords* at the command *march*, given by the senior Sergeant, and when the line of Sergeants has advanced to their line, they step off and move forward in line with the Sergeants.

The line is halted at six paces from the Captain by the First Lieutenant, or, in his absence, by the next in rank present, who commands: 1. *Officers and Sergeants*, 2. *HALT*.

Upon halting, the music ceases, and the Officers and Sergeants execute *present sword*. The Captain returns the salute, executing *present sword*, immediately thereafter coming to the position of *order sword*. The Officers and Sergeants come to *order sword* with the Captain.

The Captain then gives such instructions or makes such remarks to the officers and Sergeants as he deems necessary, all standing at *attention*, and then commands: 1. *Officers and Sergeants*, 2. *POSTS*, 3. *Guide center*, 4. *MARCH*.

At the first command the Officers and Sergeants come to *carry sword*; at the command *posts*, they face about; at the command *march*, they step off, the band playing. The Lieutenants, followed by their Wing Adjutants, march to their posts by the most direct line. The Sergeants march in line toward the center of the Company, and when at two paces from the line, the senior Sergeant commands: 1. *Sergeants*, 2. *HALT*,

3. *Posts*, 4. *MARCH*. At the command *posts*, the Sergeants face outward, and at the command *march*, step off in succession at four paces distance, resume their posts, and come to *order sword*. The music ceases when all have resumed their posts.

The Captain then commands: 1. *Sections right*, 2. *MARCH*, 3. *Pass in review*, 4. *Forward*, 5. *Guide right*, 6. *MARCH*, and returns his sword.

The Company marches past the Captain according to the principles explained for review. In the absence of camp colors or markers, the leading element of the column will change direction as follows, its commander estimating the proper points: The band will execute the first change of direction at the command *march*, and the second change of direction at such a point that the right flank of the column, in passing, shall be twelve paces from the Captain. The sections successively change direction on the same ground as the band.

Each Lieutenant, when the leading section of his wing arrives at a point seventy-five paces beyond the Captain, after passing his post, causes it to break successively by sections into column of fours (par. 395), marches it to its parade ground, and dismisses it; or, if so ordered, conducts it to the position it occupied before marching in review, and forms it again into line (par. 414, d and e).

The ceremony is concluded when the last section has passed the Captain.

#### Company Parade in Double Column

436. The double column, or line of platoons (wings) in column of sections, is formed in any of the manners prescribed in the School of the Company which may be suited to the ground and as previously directed by the Captain, but always with the right section of each wing in front.

If not preceded by a drill or by other ceremonies, the band plays in quick time during the formation of the double column.

The term "line" when used in connection with this ceremony is taken to be the line occupied by the leading section of each wing and the front rank of the band. The term "right of the line" is taken to be the post of the right guide of the leading section of the Right Wing.

The Captain's post is eighty paces in front of the center of the interval between the wings and facing the Company.

The Adjutant takes post, facing to the left, on the line of the Lieutenants, twelve paces to the front and six paces to the right of the right of the line, and when the formation is completed, commands: 1. *Guides*, 2. *Posts*.

The ceremony then proceeds as explained for a parade in line until the Adjutant has finished publishing the orders. He then commands: 1. *Officers*, 2. *Center*, 3. *MARCH*.

At the first command, the Lieutenants and Wing Adjutants come to *carry sword*; at the command *center*, the Wing Adjutants place themselves on the line of the Lieutenants, each one pace to the left of his chief; at the command *march*, the Lieutenants and Wing Adjutants move by the flank to the left and right, close on the center, each facing to the front and coming to *order sword* as he arrives, in such a manner as to form one line with the elbows touching lightly. The Officers move forward with the guide center by command of the senior officer present, who commands: 1. *Officers*, 2. *HALT*, when at six paces from the Captain. The officer in the center of the line, or, if the number is even, the officer next to the right of the center, is the guide, and directs his march on the Captain.

The Officers advance, halt, salute, and resume their posts as in a parade in line. The Lieutenants, followed by their Wing Adjutants, return to their posts by the most direct line, the band playing until they have arrived.

The Sergeants remain at their posts with their sections.

The Company is marched in review after the officers have resumed their posts as explained in par. 433.

Except as modified above, the rules for a Company Parade in line apply to a Company Parade in double column.

#### STREET PARADES

437. A Street Parade is the formal progress of the Company through the streets, either by itself, or as part of a public procession, in honor of some person, event, or occasion. By reason of its formality it is classed with ceremonies. When the object of the passage of the Company through the streets is merely to go from one place to another, it is called a "route march."

The following paragraphs in the School of the Company have reference to street parades, and should be consulted, viz: pars. 229, 232, 234, 236, 237, 238, 249, 250, 261, 265, *end*, and 271 p.



438. On street parade, the Company should habitually march in column of sections, except in passing through narrow ways, when it marches in column of fours.

The company being in column of sections, on street parade, the posts of the Captain, Adjutant, Lieutenants, and Wing Adjutants, and the position and formation of the Commissioned and Noncommissioned Staff, are the same as when marching in review. The same relative positions are retained when in column of fours.

### Marching Salute

439. Whenever the passage of the Company, on street parade, is officially witnessed by a personage of high rank, civil or military, he is saluted as the column passes his station.

This honor is termed a "marching salute," and is practically identical with the similar honor rendered the reviewing officer when passing in review. Indeed, it has become quite common to refer to such occasions as "reviews," as when we say that "the Governor will review the parade at the State House." The marching salute does not, however, properly constitute a review, as it embodies but one of the features of that ceremony.

When it is known that such a personage is to officially observe the passage of the Company in the course of a street parade, information will be seasonably transmitted to the chiefs of wings and of sections, stating where such personage is to be stationed and on which flank, and they, in turn will warn their subdivisions accordingly.

If practicable, the column should be halted at a convenient distance before arriving at the observation stand, and a staff officer sent ahead to inform the personage of the approach of the column and to see that he is at his post and ready for the passage. This interval may be profitably employed by the officers in instructing the Company in the coming ceremony.

When the staff officer returns and reports that the personage is at his post, the column is put in motion with the guide on the flank toward which the observation stand is located.

The column passes the observation stand in quick time, the band playing. Salutes are rendered exactly as explained for a passage in review (par. 432). The Captain and the band do not turn out of the column, but continue on the route.

In the case of civil dignitaries, the Captain, when necessary,

details a suitable aide to report to the personage and remain with him during the passage. The aide, if requested, will indicate to the personage his proper position, and instruct him in the manner of acknowledging salutes, etc.

The Company should be in column of sections when rendering a marching salute; rarely, if ever, in column of fours.

### ESCORT OF THE COLORS

440. When the colors are to be escorted, the color guard, at the formation of the Company, takes its position, without the colors, as the left four of the color section.

The Company being in line, the Captain designates two sections, preferably the First and Second Infantry Sections, but in no case including the color section in the detail, and directs the Adjutant to receive and escort the colors to their place in line.

The Adjutant causes the escort to move about fifteen paces to the rear of the line, and forms it in column of sections by the commands: 1. *Sections right*, 2. *MARCH*. The band takes position with its rear rank sixteen paces in front of the column, and the color guard, which has moved from its post along the rear of the Company, takes position between the two sections. The Adjutant places himself six paces from the left flank of the column, in line with the leading section, and commands: 1. *Forward*, 2. *Guide left*, 3. *MARCH*.

The escort marches, without music, to the Captain's office or quarters, and is formed in line, facing the entrance, the band on the right, the color guard two paces in front of the center.

The color guard, preceded by the Adjutant, then goes to receive the colors. The two armed members of the color guard halt before the entrance and place themselves, at *order arms*, facing the escort, with sufficient interval between them for the color bearers. The Adjutant and color bearers enter the Captain's office or quarters, and the Adjutant places the colors in the hands of the bearers.

When the color bearers, followed by the Adjutant, come out, they place themselves between the two armed members of the color guard, facing the escort. The Adjutant places himself on the right of the color guard, and commands: 1. *Present*, 2. *ARMS*. The Adjutant, still facing the escort, salutes.

At the command *arms*, the escort and the two armed members

of the color guard execute *present arms*, and the trumpeter sounds to the color.

The Adjutant then commands: 1. *Order*, 2. *ARMS*, 3. *Sections right*, 4. *MARCH*.

The escort having formed again in column of sections with the band in front, the color guard takes position between the sections, and the Adjutant returns to his post six paces from the left flank of the column and in line with the leading section.

The Adjutant then commands: 1. *Forward*, 2. *Guide left*, 3. *MARCH*. The escort marches in quick time, with the guide left, back to the Company, the band playing. The march is so conducted that when the escort arrives at fifty paces in front of the right of the Company, the direction of its march shall be parallel to the Company's front.

When the colors arrive opposite their place in line, the Adjutant commands: 1. *Sections left*, 2. *MARCH*.

The escort forms line to the left; the color guard, passing between the sections as they turn into line, advances and halts twelve paces in front of the Captain.

The color guard having halted, the Captain, who has taken post thirty paces in front of the Company, facing to the front, faces about, commands: 1. *Present*, 2. *ARMS*, resumes his front, and salutes.

At the command *arms* the Company, the escort, and the two armed members of the color guard, execute *present arms*, both color bearers execute the color salute (par. 246), and the band plays "The Star Spangled Banner." This is the only occasion when the National Color ever salutes.

The Captain then faces about and brings the Company to *order arms*. The escort and the two armed members of the color guard come to *order arms* with the Company at the command of the Captain.

The color guard, by command of the senior color bearer, advancing by the Captain's right, then takes its post as the left four of the color section. The Adjutant forms the escort again in column of sections to the right, and, preceded by the band, marches it to its place in line, passing around the left flank and in rear of the Company. The band plays until the escort passes the left of the line, when it ceases playing, and continues on to its post on the right, passing in rear of the Company.

The Company may be brought to *rest* or *at ease* when the escort passes the left of the line.

## ESCORTS OF HONOR

441. The Company acts as an Escort of Honor for the purpose of receiving and escorting either personages of high rank, civil or military, or military organizations, such personages or organizations being usually guests of the Company upon the occasion on which the escort is performed.

### Escort of a Personage

442. The Captain details a suitable aide to report to the personage to attend him and bear such communications as he may have to make to the Captain. The aide, if so requested, also instructs the personage in the details of the ceremony and indicates to him his proper position.

The Company forms line with the colors opposite the place where the personage is to present himself. On forming line, the interval between the Wings is increased by sixteen paces.

If the space in front of the Company permits, the Captain, Adjutant, Lieutenants, Wing Adjutants, the Commissioned Staff and the Noncommissioned Staff take the posts prescribed in par. 226, except that the Captain takes post in front of the colors instead of opposite the center of the interval between the wings.

If the space in front of the Company is limited as to depth, as in a street, the Officers and Staffs take post as prescribed in par. 229, except that the Captain takes post in front of the colors.

On the appearance of the personage, the Captain faces the Company, commands: 1. *Present*, 2. *ARMS*, faces to the front, and salutes.

If the rank of the personage received entitles him thereto, the Company color salutes, and the field music sounds the prescribed marches, flourishes, or ruffles.

The Captain then brings the Company to *order arms*, and the personage with his staff or retinue takes position in the center of the interval between the wings on the left of the colors.

The Company then forms column of sections and takes up the march. The leading element of the Left Wing increases the distance normally preserved from the rear of the Right Wing by sixteen paces, or, if the staff or retinue of the personage is large, by a sufficient number of paces to accommodate them in their place between the wings.



It should be observed that if the Left Wing is preceded by a band, the proper post of a personage under escort is in front of the band, and not behind it. Such personage follows immediately after the colors.

When the personage leaves the escort, line is formed, and the same honors are paid as before.

When the position of the escort is at a considerable distance from the point where the personage is to be received, as for instance, where a courtyard or wharf intervenes, a double line of sentinels taken from the left sections of the Left Wing is posted from that point to the left of the escort, facing inward. These sentinels successively salute as he passes, and are then relieved and join the escort. In such case, the escort is formed with the left of the line resting on the exit from the courtyard or wharf with the right of the line extending in the direction in which the escort is to march. When the personage arrives at the left of the line, the Captain brings the Company to *attention*, if not already there; the personage is conducted by the aide to a position in front of the Captain, and the honors due to his rank are paid as above explained.

The sentinels are assembled after the personage passes, but do not take their places in line until after the salute has been rendered by the Company.

#### Escort of a Military Organization

443. When a military organization is to be received and escorted, the Company is formed in line, with the left flank toward the place from which the organization is to appear, and the right flank extending in the direction in which the Company is to march. The line is established so that sufficient space is open in its front for the organization to march past it. The band is on the right of the Company, and the Noncommissioned Staff and Commissioned Staff, in the order named, are on the right of the Band. The Captain and Adjutant take post in front of the colors as far to the front as the width of the place will permit.

The organization to be escorted will be so conducted as to approach from the left and march parallel to the front of the Company.

When its head of column arrives near the left of the Company the Captain commands: 1. *Present*, 2. *ARMS*, faces to the front,

and comes to *present sword*. The officers and men remain at the present until the rear of the organization has cleared the right flank of the Company. The Captain then brings the Company to *order arms*.

The organization, having passed the Company, is formed in line on the right of and in prolongation of the line of the Company, facing in the same direction.

The Captain then commands: 1. *Sections right*, 2. *MARCH*, 3. *Forward*, 4. *Guide right*, 5. *MARCH*; or, 1. *Fours right*, 2. *MARCH*. The Company, either in column of sections or column of fours, as the Captain elects, marches past the visiting organization. When the Captain arrives opposite the left of its line, he and his staff salute, turning the head and looking toward the line; they return to the carry, turning the head and eyes to the front when the Captain arrives opposite the right of the line. Unarmed members of the staff salute as at review, holding the hand in salute until the Captain returns to the carry. The Lieutenants and their Wing Adjutants salute as explained for the Captain and staff when the Lieutenant is opposite the left of the visiting organization. Without facing about, each Sergeant commands: 1. *Eyes*, in time to add: 2. *RIGHT*, when opposite the left of the visiting organization, and commands: *FRONT*, when opposite its right, these commands being executed in the same manner as at a review. The drum major or band guide salutes as at a review.

Having passed the visiting organization, the Company continues its march. The commander of the visiting organization causes it to form in column and to follow the escort at the proper distance.

On arriving near the place where the visiting organization is to leave the escort, the Captain forms the Company in line with the right of the line toward such place, and in such a manner that the visiting organization may continue its march past the Company to its destination. The Captain and Adjutant take post in front of the colors, but the Staff remains on the right. As soon as the line is formed, the Captain commands: 1. *Present*, 2. *ARMS*, and when the rear of the column has passed: 1. *Order*, 2. *ARMS*. The salute is rendered in the same manner as when the organization was received.

When passing and passed by the escort, the visiting organization renders the salutes prescribed by its own regulations for such occasions.

If both the visiting organization and the escort are accompanied by bands, only the band in motion plays during the exchange of compliments above explained; otherwise a single band continues to play while the organization and the escort pass each other.

The Captain will detail a suitable aide to report to the commander of the visiting organization at the earliest possible moment, to remain with him, and, if he is not familiar with the ceremonies above explained, to give him the necessary information.

### FUNERAL ESCORT

444. The composition and strength of the escort are as follows:

For the Captain, or a Past Captain: the entire Company;

For the First Lieutenant, a Past First Lieutenant, the Adjutant, or a Past Adjutant: the Infantry Wing;

For the Second Lieutenant, or a Past Second Lieutenant: three Infantry sections and three Artillery sections;

For an officer or past officer of the Commissioned Staff: two Infantry sections and two Artillery sections;

For a present or past Noncommissioned Staff officer, a Sergeant, or a Past Sergeant: one Infantry section and one Artillery section;

For a member of the Company not included above: one Infantry section.

In any case where a member of the Company has held more than one office in the course of his membership, he is entitled to the escort prescribed for the highest grade attained by him.

The funeral escort of a Past Captain will be commanded by the Captain; of the Captain, by the First Lieutenant; of a Past First Lieutenant, of the Adjutant, of a Past Adjutant, or of the Second Lieutenant, by the First Lieutenant; of the First Lieutenant, or of an officer or past officer of the Commissioned Staff, by the Second Lieutenant; and of all others, by a Sergeant designated by the Captain.

The escort will be paraded armed and fully equipped, one of the Infantry sections being provided with three rounds of blank ammunition for firing the salute.

When the escort consists of less than the full Company, the members not on duty with the escort parade with side-arms, and walk as mourners behind the remains in a column of twos, in order of rank, the officers at the head of the column.

If the family of the deceased has not invited other persons to act as pallbearers, the Captain will designate six pall bearers from the grade of the deceased, or the grades next above or below it. If the deceased be a present or past Commissioned officer or officer of the Commissioned Staff, the coffin is borne by six Noncommissioned Officers; if a present or past Noncommissioned Officer or private, by six privates. If the deceased be a private, no pallbearers are detailed, the body bearers acting in both capacities.

A trumpeter is also detailed to the escort to sound *taps*.

445. The escort is formed in line opposite the residence of the deceased, the right of the line extending in the direction in which it is to march, the band is on the right; the hearse is just beyond the left flank of the escort.

At the conclusion of the services, the mourners leave the house; those who are to ride in carriages enter the same, and the carriages are driven beyond the right of the escort where they form in column on the side of the street so as to permit the escort to march past, and then follow in the procession; those who are to walk are conducted to the left of the escort and are formed in column of twos behind the hearse. The remains are brought out last on the shoulders of the bearers, the pallbearers walking three on each side.

Upon the appearance of the coffin, the commander of the escort commands: 1. *Present*, 2. *Arms*, and the band plays an appropriate air while the remains are borne along the line to the left of the escort and placed in the hearse. When the coffin passes the left of the line, the commander commands: 1. *Order*, 2. *Arms*.

The remains having been placed in the hearse, the pallbearers place themselves, three on each side of the same, and the body bearers form in column of twos immediately behind the hearse. The mourners walk with the head of column ten paces in rear of the body bearers. The commander of the escort forms it into column of sections or fours, and puts it in march. The hearse attended by the bearers, and the mourners, follow the escort. When the cortege passes the carriages they follow in rear of the last rank on foot.

An escort consisting of a single section may march in line.

The escort marches slowly, to solemn music, rifles at *right* or *left shoulder arms*, swords or sabers at *carry arms*.



446. When the funeral escort is furnished by the Company at the request of the family of the deceased (and, of course, it would not be otherwise furnished), it is understood that the commander of the escort is in charge of the procession, with authority to assign the representatives of other organizations to a place in the same. The commander of the escort will see that the procession is formed in the following order: 1. *Music*, 2. *Escort*, 3. *Clergy* (if on foot) 4. *Hearse with pall and body bearers*, 5. *Mourners* (if on foot) 6. *Officers and members of the Company, walking as mourners*, 7. *Delegations and Societies* (if on foot), 8. *Carriages containing mourners, delegations, and friends*, in the order given.

Whenever an escort of regular troops or militia is furnished at the funeral of a member of the Company, if the Company attends officially it will take the place in the procession assigned to it by the officer in command, either under arms, or with side-arms, as requested by those in charge of the funeral arrangements. It is not customary for organizations other than the escort to parade under arms unless the deceased was of high rank.

447. When the remains are taken from the residence of the deceased to a church for the services, they are received as explained in par. 445, and escorted to the church. On arriving in front of the same, the escort is formed in line opposite the door, and stands at attention while the mourners and delegations enter. The carriages will be instructed to drive beyond the right of the line, and to make a detour during the services so that they will approach from the left when they return to take their occupants to the grave. After all have entered, the bearers remove the coffin from the hearse, and carry it along the line and into the church, the hearse having, in the meantime, remained on the left of the escort. As the remains arrive opposite the left of the escort, the commander commands: 1. *Present*, 2. *ARMS*, and the band plays an appropriate air. When the remains enter the church, the escort is brought to *order arms*, and stands at *ease* during the services.

The remains are again received and the procession re-forms and marches as explained in par. 445.

448. The escort having arrived at the grave, line is formed facing it. The hearse remains at the left of the escort. The coffin, preceded by the clergyman, is then carried along the front of the escort, which is brought to *present arms*, while the

band plays an appropriate air. The coffin having been placed over the grave, the music ceases, and the escort is brought to *order arms*.

The mourners, delegations, and friends then gather on either side of the grave, so as to form an open square with the escort.

The commander of the escort then commands: 1. *Parade*, 2. *Rest*. The escort executes *parade rest*, officers and men inclining the head.

The commitment services are then read by the clergyman, and the coffin is lowered into the grave.

The escort is then brought to attention, and the commander directs the section which has been provided with blank ammunition to fire three volleys with blank cartridges, the muzzles of the rifles being elevated.

The trumpeter then sounds *taps*.

The escort is then formed into column, marched in quick time to the point at which it was assembled, and dismissed. The band does not play until it has left the cemetery.

449. When the distance to the place of interment is considerable, the escort, having left the vicinity of the residence or church, may march *at ease* in quick time, from time to time, in order to prevent too great fatigue. The music does not play while marching *at ease*. It will be brought to *attention* when approaching thickly settled portions of the route, and finally when it approaches the burial ground.

450. The commander of the escort, previous to the funeral gives the clergyman and pall bearers all needful directions.

### ANNIVERSARY FIELD-DAY CEREMONIES

451. The anniversary of the chartering of the Company in 1638 falls upon the thirteenth day of March, but is formally observed on the first Monday in June, on which date the Anniversary Field-day is invariably held.

#### The Reveille

452. At sunrise on the morning of Anniversary Field-day, a sufficient number of drummers and fifers, in accordance with instructions from the Adjutant, repair to the residences of as many of the Commissioned Officers and Past Captains of the Company as are situated within a reasonable distance from

the Armory, and beat the reveille at each of the residences so visited.

When none of such residences are to be found within a reasonable distance from the Armory, or when other circumstances prevent a compliance with the foregoing provisions as to reveille, the Adjutant will cause the same to be sounded at such practicable and available places as he may select.

### The Church Parade

453. The annual sermon was formerly preached to the Company in the forenoon of Anniversary Field-day, but in recent years has been delivered in the afternoon.

The members of the Company assemble at the Armory in full dress uniform under arms at the hour fixed in the orders of the day. Line is formed as explained in pars. 252 to 257, incl.

The guests of the Company, constituting the Honorary Staff, take their places in the line and march with the Company under command of the Chief of Staff, as explained in par. 238.

Flankers to the Captain are detailed, and govern themselves by the provisions of par. 249.

Flankers to the Commander-in-Chief are also detailed, and govern themselves by the provisions of par. 250.

The Company then marches to the State House, where His Excellency the Governor is received as explained in par. 442.

In forming line to receive the Governor, it will be found best to approach the State House by Beacon street, from Tremont street, and when the head of the column is at the proper distance from the State House, to form *on right into line* from column of fours (pars. 364, 365), so as to bring the colors exactly opposite the main entrance. Having formed line, the Company is moved backward as far as the width of Beacon street will permit. The ceremonies attending the reception of the Governor then follow.

The special aide detailed to escort the Governor precedes the Company to the State House and reports.

The Governor having been received, the Company forms into column to the right, and proceeds over the route selected to the church to listen to the annual sermon.

On approaching the church, the Company is formed in line to the left, with the right of the line near the church entrance. The Captain and Adjutant hasten to take post in front of the colors. The Captain then commands: 1. *Present*, 2. *ARMS*,

and the Governor and his staff, escorted by his personal aide, are conducted along the line and into the church. When the Governor's party has reached the right of the line, the Honorary Staff is conducted into the church in rear of the Governor.

The Captain then commands: 1. *Order*, 2. *ARMS*, and returns to the right of the line, accompanied by the Adjutant. He then commands: 1. *Fours right*, 2. *MARCH*, adding the commands: 1. *Right by twos*, 2. *MARCH*, when the head of the column is near the entrance to the church.

The column enters the church, headed by the Staff and Non-commissioned Staff. The Captain and Adjutant, the Lieutenants and their Wing Adjutants, and the color guard, turn out of the column at the door of the church, and allow the column to pass them.

A carefully instructed detail from the Company precedes the Company to the church and indicates to the guests and public the pews reserved for them. The Company, on entering, is marched to the pews set apart for it, under the direction of the Sergeants. All remain standing, and face the center aisle.

When all have been accommodated with seats, and the aisles are cleared, the Captain, with the Adjutant on his left, followed by the Lieutenants, each with his Wing Adjutant on his left, proceeds up the center aisle, with the color guard in rear. The Captain takes position at the head of the center aisle facing the congregation; the Adjutant, Lieutenants, and Wing Adjutants take position at *attention* in front of the seats assigned to them; the colors are borne to the chancel and placed, the National Color on the right, and the Company Color on the left, facing toward the congregation.

The members of the Company and others in the congregation face toward the chancel when the colors reach the head of the center aisle.

As soon as the color guard retire to the seats provided for them, the Captain commands: *UNCOVER*, and takes position in front of his seat. At the command, *uncover*, the members of the Company remove the headdress.

The members of the Company seat themselves or rise without command whenever the Captain seats himself or rises during the services.

At the conclusion of the services, the Captain, Adjutant, Lieutenants and Wing Adjutants proceed down the center aisle, followed by the color guard in the same order as when entering



the church, while the members of the Company and others in the congregation face the center aisle.

The Commissioned Staff, Noncommissioned Staff, Honorary Staff, Infantry Wing, and Artillery Wing, follow the color guard in the order given; the Governor and his staff remain in their pews until the Company has left the church.

As the Company leave the church, the Captain, Adjutant, Lieutenants, Wing Adjutants, and the color guard, take their proper positions in the column, the march of which is so directed as to enable the Captain to form the Company into line, facing the church, with the right of the line extending in the direction in which the Company is to march, and in such a manner that the colors will be immediately opposite the church door.

The Governor is then escorted from the church and received as before, after which he takes his position between the Wings.

The Company is then marched to Boston Common or to Faneuil Hall, according as to whether the field exercises or the annual dinner is to follow the church services.

454. When the annual dinner follows immediately after the church services, the Company again forms line at the conclusion of the exercises at the table, and escorts the Governor to the parade ground on Boston Common; or, if the Governor has retired from the hall before the conclusion of the exercises at the table, he is again received at the State House, and escorted from there. In either case, the Governor is received in the same manner as before.

### Exercises on the Parade Ground

455. The Company invariably enters the parade ground on Boston Common by the gate at the junction of Charles and Beacon streets, marching in column of fours.

The parade ground has been prepared for the exercises prior to the arrival of the Company, and is in charge of a select detail, the duty of which is to see that the arrangements for guests and spectators are properly carried out. The parade ground should be roped off, and the portion allotted to spectators in turn roped off from the space reserved for the exercises. One or more marquees, without sides, are pitched a little in rear of the reviewing point, as pavilions for the Governor and other special guests. Several wall tents, for sanitary and other purposes, should be pitched in rear of the alignment.

Camp colors, indicating the alignment and the changes of direction at review, are established under the supervision of the Adjutant before the arrival of the Company, as explained in pars. 412 and 413.

456. It is customary to secure the detail of a platoon of field artillery from the Massachusetts Volunteer Militia to fire the prescribed salutes on Anniversary Field-day. This detachment will be in position, with pieces unlimbered and ready to fire, on the parade ground and at a safe distance beyond the alignment, before the arrival of the Company.

If this detachment parades with the Company, it will march at the rear of the column, in which case the Company is halted at some distance from the entrance to the parade ground while the detachment passes the column and precedes it on to the parade ground. The halt will be of sufficient duration to allow the detachment to reach its position and be ready to fire when the head of the column arrives on the parade ground.

457. As the Company, in column of fours, enters the parade ground, its march is directed parallel to and slightly in rear of the alignment, and when the head of the column arrives opposite the point where the right of the line is to rest, the Captain forms the Company into line to the left, halts it, and gives it a general alignment on the center, on the line indicated by the camp colors, and in such a manner as to bring the center of the interval between the Wings exactly opposite the reviewing officer's post.

As the Governor enters the parade ground, an artillery salute of seventeen guns is fired by the saluting detachment. The Governor immediately leaves the column and with his staff is escorted by his personal aide to his pavilion, moving by the most direct route. The Honorary Staff remains with the column until the Company forms line, when it continues to move forward in column of fours, and is conducted by the Chief of Staff around the parade ground to the pavilion, where it forms line on the left of the Governor's party. The band closes in to its proper interval when the Company is given the general alignment.

If a second band precedes the Artillery Wing, it is conducted to the right of the line, and either consolidated with the first band, or placed in rear of the latter, when the Company is halted in line. At the command, *dress*, given by the Captain, the Second Lieutenant, having previously given the proper preparatory

commands, moves the Artillery Wing to the right and closes to the proper interval from the Infantry Wing. See par. 269.

The alignment being completed, the Captain commands: 3. *Guides*, 4. *Posts*, 5. *Rest*.

During the rest the Sergeants may permit those men who request permission, to leave the ranks, and visit the sanitary tents, but in small parties, keeping enough men on the line to preserve the position of the section, thereby making another general alignment unnecessary when the *attention* is resumed. If a Sergeant desires to go to the rear he should turn the section over to the right guide.

### The Review

458. After a rest not exceeding ten minutes in duration, the Captain commands or the trumpeters signal: 1. *Company*, 2. *Attention*. All resume their posts, and come to *attention*.

The Company is then reviewed by His Excellency, the Governor, in accordance with par. 432.

After passing in review, the Company is conducted back to the position it occupied before the passage, and forms line on the same ground.

### The Election of Officers

459. The Company is formed into open square as explained in par. 299. (See also par. 235.)

The Adjutant causes the bass drum to be placed, head uppermost, fifteen paces in front of the Captain, and himself takes post six paces to the right of the drum, facing to the left. He also stations a snare drummer six paces to the left of the bass drum and facing it.

The Quartermaster, and, if necessary, other staff officers to assist him, take post in rear of the Adjutant, carrying a supply of ballots sufficient for the purposes of the election.

The Adjutant then faces the line, and commands: 1. *Sergeants*, 2. *Center*, 3. *March*. The Sergeants form line two paces in front of the center as in the ceremony of Company Parade.

The Quartermaster and the officers assisting him then distribute ballots to the Captain, Adjutant, Lieutenants, Staff Officers, Noncommissioned Staff Officers, Wing Adjutants, and Sergeants, delivering to each Sergeant a sufficient number of ballots for the members of his section.

The Adjutant then commands: 1. *Sergeants*, 2. *Posts*, 3. *MARCH*. The Sergeants face outward at the command *posts*, and return to their posts at the command *march*, as at Company Parade. The Adjutant then commands: *At Ease*.

While standing *at ease*, the officers and members of the Company prepare their ballots, the Sergeants distributing the same to the men of their respective sections, and collecting them again when ready. The Sergeants may be assisted by their right guides. As soon as they have collected the ballots, the Sergeants return to their posts in front of their sections.

When all the Sergeants have returned to their posts, the Adjutant commands: 1. *Company*, 2. *Attention*, 3. *Sergeants*, 4. *Center*, 5. *MARCH*. The Sergeants form line two paces in front of the center as before.

The Captain then directs the officers and members of the Company to deposit their ballots; whereupon the Captain, Adjutant, Lieutenants, Staff Officers, Noncommissioned Staff Officers, Wing Adjutants, Sergeants, and band guide, step forward and deposit their ballots on the drum-head, each Sergeant casting the ballots of his section as well as his own. As soon as each of the above has voted he returns to his position, the Sergeants again forming in line. The Adjutant then commands: 1. *Sergeants*, 2. *Posts*, 3. *MARCH*, at which the Sergeants return to their posts as before.

The Adjutant counts the ballots, and minutes the result. While so doing, the Captain may allow the Company to stand at the *rest*. When the count is finished, the Company is brought to *attention*, if not already there, and the Adjutant announces the result. When the election of the Captain is declared, the snare drummer beats three ruffles, and, in the same manner, two ruffles for the First Lieutenant, one for the Second Lieutenant, and one for the Adjutant, when their election is declared.

The bass drum and ballots are now removed, and the officers and snare drummer return to their posts. The Captain then forms the Company in line as explained in par. 409.

### Company Parade

460. The Company Parade has been recently introduced as a feature of Anniversary Field-day, its particular appropriateness being that it affords a fitting opportunity to the retiring Captain to take official leave of his Officers and Sergeants.



When this ceremony is to be performed it should take place immediately after the election of officers and preceding the investiture of the officers-elect.

Line having been formed from open square after the election proceedings have been concluded, the Officers take their posts as explained in par. 434, and the ceremony is performed in accordance with par. 435.

A short order, in which the retiring Captain expresses his official farewell to the Company, may very properly be read by the Adjutant when the orders are published.

After the Officers and Sergeants have saluted the Captain, he may address them in such complimentary terms of leave-taking as he shall deem appropriate.

At the conclusion of the march in review past the Captain, the Company is conducted back to the position it occupied before the passage, and forms line on the same ground.

#### The Commissioning of the Officers-Elect

46r. Line having been formed, after the Company Parade, or, if the latter ceremony be omitted, after the election of officers, the Adjutant repairs to His Excellency, the Governor, and reports the result, requesting his confirmation, which he announces to the Captain on his return.

While the Adjutant is absent on this mission, the newly elected officers assemble in the interval between the Wings, as follows:

The Captain, First Lieutenant, Second Lieutenant, and Adjutant, from right to left in the order given, in one rank, on the alignment of the Company.

The Sergeants-elect in their proper order from right to left, in one rank, three paces in rear of the commissioned officers-elect.

The Commissioned Staff in one rank, three paces in rear of the Sergeants-elect.

The Noncommissioned Staff in one rank, three paces in rear of the Commissioned Staff.

Retiring members of the Commissioned and Noncommissioned Staffs remain in their proper positions on the staff when their successors are not present to take their places; but if their successors are present, the new incumbent takes the place while the retiring staff officers fall out and remain in rear of the line during the ceremonies.

When the Staffs have withdrawn as above, the Captain takes

post forty paces in front of the center of the Company facing to the front, and the Adjutant takes post three paces in rear and one pace to the right of the Captain. Lieutenants and their Wing Adjutants remain in their regular positions, in front of the center of their respective wings.

While the officers-elect are assembling as above explained, the Company is at *rest*. The Adjutant having returned, and the officers-elect having assembled, the Captain brings the Company to *attention*. His Excellency, the Governor, then takes position at the post of the reviewing officer.

The Captain then advances across the parade ground toward the Governor, halts when at six paces from him, salutes, and stepping forward two paces, resigns his commission and insignia of office, the insignia being delivered up to the Adjutant General, who comes forward to receive it on behalf of the Governor.

When the Captain leaves his post to proceed to the Governor, the First Lieutenant faces to the left and moves to the center of the Company, placing himself twenty paces in front of the alignment to assume command. The Captain-elect places himself in line with the Sergeants in rear of the First Lieutenant.

The Captain, having tendered his resignation, remains at *attention* (covered) and listens to such remarks as the Governor may please to address to him. He then salutes, faces about, and proceeds to the line, placing himself on the right of the Commissioned Staff.

As the retiring Captain steps off from the Governor's post, the Captain-elect starts from his position, and advances toward the Governor. The two officers salute each other as they meet midway, passing each to the right of the other. The Captain-elect halts at six paces from the Governor, salutes, and, advancing two paces, stands at *attention*, while the Governor addresses him, concluding his remarks by directing the Adjutant General to confer the insignia of his office upon him and confirm his commission. This having been done, the new Captain salutes, faces about, and advances toward the line, halting when opposite, and forty paces distant from its center.

When the new Captain steps off from the Governor's post, an artillery salute of three guns is fired by the saluting detachment, and the First Lieutenant starts from his position and advances toward the Governor; the Second Lieutenant faces to the right, moves to the center of the Company, and takes the position just vacated by the First Lieutenant.

The new Captain and the retiring First Lieutenant salute each other in passing, as explained for the Captains. When the new Captain halts facing the Company, the Second Lieutenant faces about, commands: 1. *Present*, 2. ARMS, faces to the front, and salutes. The new Captain returns the salute, commands: 1. *Order*, 2. ARMS, and faces to the front. The Adjutant salutes at the command of the Second Lieutenant.

The retiring First Lieutenant resigns his commission and surrenders his insignia as explained for the retiring Captain. When he starts to leave the Governor's post, the First Lieutenant-elect, who has in the meantime taken position in line with the Sergeants in rear of the Second Lieutenant, steps off, and advances toward the Governor, saluting his predecessor in passing, as above explained. The retiring First Lieutenant proceeds to the line and places himself on the left of the Commissioned Staff.

The First Lieutenant-elect, having been confirmed in his commission and invested with the insignia of his office, in the same manner as the new Captain, faces about and advances toward the Company. As he steps off an artillery salute of two guns is fired by the saluting detachment, and the retiring Second Lieutenant starts from his position and advances toward the Governor. The new First Lieutenant, having saluted the retiring Second Lieutenant, in passing, halts at six paces from the new Captain and salutes. The Captain returns the salute, faces about, commands: 1. *Present*, 2. ARMS, faces to the front, and again salutes. The new First Lieutenant returns this salute, and stands at *attention* until the Captain brings the Company to *order arms*. He then advances past the Captain, and when at twenty paces from the line, moves by the left flank, and places himself twenty paces in front of the center of the Infantry Wing.

The Second Lieutenant-elect has, in the meantime, taken position in line with the Sergeants, opposite the center of the Company. When the retiring Second Lieutenant, having resigned his commission, and surrendered his insignia, as explained for the preceding officers, leaves the Governor's post, the Second Lieutenant-elect steps off and advances toward the Governor.

The retiring Second Lieutenant, having exchanged salutes with his successor in passing, proceeds directly to the line and places himself on the left of the Commissioned Staff, next the retiring First Lieutenant.

The Second Lieutenant-elect, having been confirmed in his commission and invested with the insignia of his office, in the same manner as the new First Lieutenant, faces about and advances toward the Company. As he steps off an artillery salute of one gun is fired by the saluting detachment, and the retiring Adjutant starts from his position and advances toward the Governor. The new Second Lieutenant, having saluted the retiring Adjutant in passing, halts at six paces from the new Captain, salutes and is saluted by the Captain and Company as prescribed for the First Lieutenant, and takes his post in front of the center of the Artillery Wing in the manner explained for the First Lieutenant.

The Adjutant-elect has, in the meantime, taken position in line with the Sergeants, opposite the center of the Company. When the retiring Adjutant, having resigned his commission, and surrendered his insignia, as explained for the preceding officers, leaves the Governor's post, the Adjutant-elect steps off and advances toward the Governor.

The retiring Adjutant, having exchanged salutes with his successor in passing, proceeds directly to the line and places himself on the left of the Commissioned Staff, next the retiring Second Lieutenant.

The Adjutant-elect, having been confirmed in his commission and invested with the insignia of his office, in the same manner as the other new officers, faces about and advances toward the Company. As he steps off an artillery salute of one gun is fired by the saluting detachment. The new Adjutant halts at six paces from the Captain, salutes and is saluted by the Captain and Company as prescribed for the Lieutenants, and then takes his post three paces in rear and one pace to the right of the Captain.

In going to the Governor's post and returning therefrom, both new and old officers salute all officers whom they meet en route but not those whom they pass from the rear; these salutes being in addition to those above explained in detail. In passing officers whose posts line in the line of advance, as well as in passing officers who are moving to the front or to the rear, officers will invariably turn to the *right* so that the officer passed will be on the left, whether he be stationary or in motion. *These rules are general.*

The new Adjutant having taken his post, the Captain directs him to invest the Sergeants-elect with the emblems of their



rank and to march them to their posts. The Adjutant places himself ten paces in front of and facing the center of the Company and commands: 1. *New Sergeants*, 2. *Forward*, 3. *Guide right*, 4. *MARCH*, 5. *New Sergeants*, 6. *HALT*. The command *halt* is given when the new Sergeants arrive four paces in front of the alignment.

The Adjutant then verifies the roll of Sergeants-elect, and rearranges them if they are not already in their proper order from right to left. If any of the Sergeants-elect are not present, he causes the line to give way to the left so that an interval equal to the width of a man may be left open where the absent Sergeant belongs. The Adjutant then commands: 1. *Old Sergeants*, 2. *CENTER*, 3. *MARCH*.

The old Sergeants form line two paces in front of the center as in the ceremony of Company Parade. The Adjutant then posts the new First Sergeant of Infantry two paces in front of the line, and causes the retiring First Sergeant of Infantry to cover him on the alignment. He then commands: 1. *Sergeants*, 2. *Right Backward*, 3. *DRESS*.

The Sergeants dress on their respective First Sergeant of Infantry, each retiring Sergeant covering the corresponding Sergeant-elect, or, in his absence, the interval in the line which represents him. The Adjutant verifies the alignment and the position of the Sergeants, and commands: *FRONT*. He then passes down the line, beginning on the right, takes the halberd from each retiring Sergeant, who hands the same to him, and places it in the hands of the corresponding new Sergeant. Whenever he comes to an interval left for an absent Sergeant-elect, the Adjutant directs the old Sergeant to step into the blank space as an acting Sergeant.

Having arrived at the left of the line the Adjutant commands: 1. *Old Sergeants*, 2. *DISMISSED*, 3. *New Sergeants*, 4. *POSTS*, 5. *MARCH*.

The old Sergeants break ranks, proceed to the rear of the line and form in one rank in rear of the Noncommissioned Staff. The new Sergeants proceed to their posts as after a Company Parade.

The Adjutant then places himself in front of the center of the Commissioned Staff, and commands: 1. *Staff*, 2. *Forward*, 3. *Guide right*, 4. *MARCH*, 5. *Staff*, 6. *HALT*, 7. *Present*, 8. *ARMS*.

The Commissioned and Noncommissioned Staffs, and the line of retiring Sergeants, move out, and are conducted straight to

the front. The command *halt* is given when the front rank is six paces from the Captain.

The Captain returns the salute and the members of the staff resume the *order arms* with him and without command.

The Captain then commands: 1. *Company*, 2. *REST*.

### Conclusion of the Exercises

462. While the Company is resting at the conclusion of the ceremonies attending the commissioning of the new officers, those members of the retiring Commissioned and Noncommissioned Staffs who have been superseded find places in the ranks. Those who can obtain the rifles and equipment discarded by the new Officers and Sergeants report to the Infantry Wing; the others to the Artillery Wing.

The late Commissioned Officers and Sergeants are privileged to parade on the staff during the remainder of the day; but they may, if they prefer, return to the ranks as above explained. If retiring Commissioned Officers propose to take their places in the ranks they do not take post on the staff upon returning from the Governor, but proceed to the rear of the line and wait until the command *rest* is given.

463. After the *rest*, the Captain brings the Company to *attention* and causes the Artillery Wing to move to the left until the interval between the wings is sufficient for the Governor and his party, and, if a second band is present, for such second band.

The band moves to the right and the Honorary Staff is placed in the line as before the field exercises began. The second band, if present, is detached from the first, and conducted to its post on the right of the Artillery Wing.

The Captain takes his post sixty paces in front of the center of the Company, facing to the front with the staff in his rear.

The Governor then approaches the Captain, halting at thirty paces in front of him.

The Captain then faces the Company, commands: 1. *Present*, 2. *ARMS*, faces to the front and salutes. The Governor having acknowledged the salute, the Captain brings the Company to *order arms* and again faces to the front.

The Governor is now escorted to his position between the wings. The Captain forms the Company into column of sections or fours, and marches it from the parade ground.

The Company is then marched to its Armory; or if the Gov-

error is to return to the State House, the Company escorts him thither, rendering the prescribed honors when he leaves the column. The march to the Armory is then resumed.

If no further military exercises are to take place, the Company is dismissed on arriving at the Armory. If the annual dinner is to follow, the members of the Company are cautioned, upon dismissal, when and where to assemble for that function.

## PART SEVEN

### OFFICERS AND SERGEANTS

464. The rules governing individual movements as laid down in the school of the soldier apply in almost every instance to the Commissioned Officers, the Commissioned Staff, the Wing Adjutants, the Noncommissioned Staff, and the Sergeants. The few exceptions are here explained.

#### About Face

465. Commissioned Officers, officers of the Commissioned and Noncommissioned Staffs, Wing Adjutants, Sergeants, and all others when out of the ranks, execute the *about face* as follows: At the command: *About*, carry the toe of the right foot about eight inches to the rear and three inches to the left of the left heel without changing the position of the left foot; at the command: *FACE*, face to the rear, turning to the right about on the left heel and right toe, and replace the right heel by the side of the left.

#### Salute with the Hand

466. Commissioned Officers, officers of the Commissioned Staff, Wing Adjutants, and members of the Company on details which give them the temporary status of commissioned officers such as Officer of the Day, special aide to a distinguished guest, etc., render the salute with the hand in the same manner as prescribed for enlisted men in par. 28, using the *right hand* on all occasions, except that the left hand may be used when the right is engaged.

#### Manual of the Saber

467. The manual of the saber for the officers mentioned in par. 466 is the same as explained in the school of the soldier, pars. 111 to 127, incl., except *present arms*, which is executed as follows:

Being at order saber or carry saber: 1. *Present*, 2. **SABER** (or **ARMS**).



At the command *present*, raise and carry the saber to the position of *present saber*, as explained in par. 116; at the command *saber*, or *arms*, lower the saber, point in prolongation of the right foot and near the ground, edge to the left, right hand by the side, thumb on left of grip, arm extended. This is the position of *present saber* for officers.

468. Being in the position of *present saber* for officers, to take the position of *order saber*: 1. *Order*, 2. *SABER* (or *ARMS*).

At the command *saber* or *arms*, turn the right hand and bring the point of the saber directly to the front, edge down, point on or near the ground, thumb on back of grip.

469. Being in the position of *present saber* for officers, should the next command be other than *order saber* or *order arms*, the saber is brought to the position of *carry saber* as follows: at the command *saber*, or *arms*, turn the right hand and bring the saber to the position of *order saber* as explained in par. 468, and, without pausing, bring the back of the blade against the right shoulder, the saber in the position of *carry saber* as explained in par. 115.

470. Noncommissioned Staff Officers and Sergeants execute *present saber* as explained in par. 121 and in par 124; they return to *order saber* as explained in par. 125, and to *carry saber* as explained in par. 126.

### Manual of the Halberd and Espontonoon

471. There are but three regular positions and one permissive position in which these weapons are carried, there being no distinction between them in the manual. The halberd consists of a pike with an axe-head; the espontonoon consists of a pike terminating in a spear-head.

In the description of the several positions which follow, the term "edge" will be taken to mean the edge of the axe in the halberd, and either edge of the spear-head in the espontonoon, the term "point" to mean the tip of the axe-head in the halberd and the point of the spear in the espontonoon, and the term "ferule" to mean the butt end of the pike in both weapons.

472. At a halt, except when saluting, the halberd or espontonoon will be invariably held in the following position: The pike is grasped in the right hand at about the height of the shoulder, fingers encircling the pike, thumb extended along the same, back of the hand to the right; the ferule rests on the ground in

line with and near the right toe; the pike is nearly vertical, inclining slightly to the front, edge to the front.

This position is always taken upon halting.

473. When in motion, whether on the march, facing to the right, left, or rear, or marking time, the halberd or espontonoon will be invariably held in the following position: The pike is grasped in the right hand at about the height of the shoulder, fingers encircling the pike, thumb extended along the same, back of the hand to the right; the pike is between the right arm and body, inclining to the front at an angle of about thirty degrees from the perpendicular, pike resting against the top of the right hip and supported by the right elbow; edge to the front; ferule clear of the ground.

Being in the position explained in par. 472, at a halt, to take the position last explained, preparatory to marching or facing, the right hand is slipped down the pike about six inches, and the weapon is shifted to the marching position without assistance from the left hand, the pike being raised from the ground, placed under the arm, and firmly confined there by the right elbow.

Upon halting, the ferule is placed in line with the right toe and the right hand slipped to the height of the shoulder, bringing the pike to the prescribed position without assistance from the left hand.

474. To salute with the halberd or espontonoon while marching, lower the pike-head, point in prolongation of the right foot and near the ground, turning the right hand so as to bring the edge to the left, pike under right arm, right elbow near the body, right forearm extended.

475. Being at a halt, to salute with the halberd or espontonoon: (One) Take the marching position explained in par. 473, (Two) Execute the salute as explained in par. 474.

476. In rendering honors with troops, at a halt, Officers and Sergeants armed with the halberd or espontonoon, at the command *present*, take the marching position explained in par. 473, and, at the command *arms*, they execute the salute as explained in par. 474.

477. On route marches, whenever the men armed with rifles are permitted to carry their pieces at *trail arms*, Officers and Sergeants armed with the halberd or espontonoon may carry these weapons in a horizontal position with the right hand to rest and relieve the muscles.

## PART EIGHT

## MILITARY COURTESY AND HONORS

478. The acts of respect or courtesy required of persons or parties in the military service by regulations or custom are termed "honors" or "salutes." Both of these terms convey the same meaning, but the expression "salutes" is generally used to denote the acts of individuals, and "honors" to denote the compliments rendered collectively by armed bodies or garrisons.

479. The rules of *military courtesy* prescribe when and how salutes and honors shall be rendered and the manner in which they shall be acknowledged or returned by a person or party saluted.

480. Military courtesy between individuals is mutual and reciprocal. On the part of the subordinate it is the recognition of constituted authority as represented by the person saluted and an expression of the respect which he, the saluter, is bound to feel for the office, if not for the person who holds the office. On the part of the superior it is the recognition of the military character and status of the subordinate whose salute is returned. Captain Moss, of the United States Army, says, in his valuable manuals, "The salute is the soldier's claim from the very highest in the land to instant recognition as a soldier. The raw recruit, by his simple act of saluting, commands like honor from the ranking general of the Army — aye — even from the President of the United States."

481. Besides the exchange of courtesies between individuals and bodies of troops, the rules of military courtesy prescribed the honors to be rendered by bodies of troops and garrisons in recognition of the visits of distinguished personages, civil or military, and by individuals and bodies of troops to the national and regimental colors or standards, and to the national air.

482. In prescribing rules for military courtesy in this Company, the term "officers" will denote (1) the Commissioned

Officers of the Company, (2) Past Captains of the Company, (3) the officers of the Commissioned Staff, (4) members of the Company, irrespective of rank, while serving on details which give them the temporary status of a commissioned officer, such as acting Lieutenant, acting Adjutant, Officer of the Day, Wing Adjutant, Chief of Staff, special aide, personal escort to a distinguished guest, etc., (5) military or naval officers of the United States, or of any State or Territory thereof, or of a foreign country, except such officers as are members of this Company and are not included in any of the four groups above given; the term "soldier" denotes all other members of the Company, including Noncommissioned Staff Officers and Sergeants.

## INDIVIDUAL SALUTES

483. Officers, on meeting or passing, and in making or receiving official reports, salute each other, the junior rendering the first salute except when the salute is introductory to a report made to the representative of a common superior at a ceremony or in line of duty, as, for example, to the Adjutant or Officer of the Day, in which case the officer making the report, whatever his rank, salutes first.

484. Soldiers do not salute other soldiers, even though of higher grades. When addressing or addressed by a Noncommissioned Officer in the line of duty, a soldier of a lower grade maintains a dignified and respectful bearing, standing at *attention*, and avoids all flippancy and familiarity, but renders no salute.

485. The salutes prescribed for out of doors differ from those prescribed for indoors. In this connection the term "out of doors" includes not only places in the open air, but also drill halls, railroad stations, the corridors of hotels, public buildings, and places of amusement, stores, stables, and similar places. The rule is that all places indoors wherein custom permits a gentleman to wear his hat without offending the mandates of etiquette and good breeding are considered *out of doors* for the purpose of military courtesy.

486. The distance within which individuals and insignia of rank can be readily recognized is termed "saluting limits"; it is assumed to be thirty paces, and salutes are not rendered at a greater distance unless specially prescribed. It forms a circle,



of which the individual is the center, with a radius of thirty paces, and any officer coming within this circle who is entitled to a salute from the particular individual is to be saluted in accordance with the rules hereinafter given.

### Salutes by Unarmed Soldiers

487. Out of doors, an unarmed soldier passing an officer salutes with the hand as explained in par. 28, using the hand farthest from the officer saluted and turning the head and eyes toward him. This position is maintained until the salute is acknowledged or the officer has passed, when the hand is brought smartly to the side without shock and the head and eyes turned to the front.

488. The time of saluting is as follows: If the officer and soldier are approaching each other from opposite directions, the hand is raised in salute when at six paces from the officer; if the officer and soldier are approaching from such directions that they will not at any time arrive within six paces from each other, but, nevertheless come within saluting limits (thirty paces), the salute is rendered when the officer reaches the point nearest the soldier; if an officer passes a soldier from the rear, the soldier salutes when the officer arrives abreast of him; if a soldier passes an officer from the rear, he salutes when he arrives abreast of the officer.

489. In rendering the salute the following rules should govern the conduct of the saluter:

(1) Upon arriving within saluting limits from the officer, assume a military posture, taking the position of the soldier so far as possible. That is to say, if the hand not to be used in saluting is not engaged in carrying a parcel or other object, let it hang naturally by the side. Do not salute with the free hand in the pocket or in any other unmilitary position.

(2) Remove the cigar, cigarette, or pipe from the mouth, and hold it in the free hand.

(3) Shift the parcel, bag, or walking stick to the hand nearest the officer, leaving the proper hand free to salute.

(4) At the proper moment (see par. 488) raise the hand smartly to the cap or hat, and at the same instant turn the head and eyes smartly toward the officer. The salute should not be rendered in an indifferent or slouchy manner.

(5) Keep the hand at the cap or hat and the head and eyes toward the officer until he returns the salute or it is evident that he has not seen the saluter.

490. Out of doors, an unarmed soldier, standing still or seated, when approached by an officer, rises if seated, faces the officer, bringing the heels together and assuming the position of the soldier, and salutes with the right hand at the proper time. (See par. 488.) If the officer remains in the same vicinity, the compliment is not repeated.

491. When an officer approaches a number of soldiers out of doors and not in ranks, the word *attention* should be given by some one who perceives him, when all stand at attention and all salute at or about the same instant, taking the time from the soldier nearest the officer who salutes when the officer is six paces from him.

492. When a number of soldiers are walking together and meet an officer, the word *attention* is given by some one who perceives him and all salute as explained in par. 491 without halting.

493. If an officer be accompanied by a lady, military salutes are rendered as if he were alone. The same rule applies if the soldier be accompanied by a lady. A soldier never raises his hat to an officer, no matter by whom the officer or soldier may be accompanied.

494. A soldier riding on horseback, in a carriage, automobile, or other similar vehicle, salutes an officer in passing without rising. If driving he salutes with the unengaged hand unless both hands are necessarily occupied.

495. A soldier if mounted, or in a carriage, dismounts or leaves the carriage and salutes before addressing an officer, or, if addressed by an officer, before replying. This rule is to be modified according to circumstances, as, for example, when a question calling for a brief answer is put to a soldier who is on a vehicle in motion. Such an answer may be given without leaving the vehicle, but the vehicle should be stopped and the soldier dismount if a conversation is likely to follow.

496. In camp, when an officer enters or passes through a company street, some one who perceives him will give the word *attention* and all stand at attention, rising if seated, facing out from the tents. This position is maintained as long as the officer

is in the street. Each man salutes individually if and when the officer approaches within six paces of him, or if and when the officer arrives six paces from the point directly opposite the soldier in passing through the street. In this case it is customary for the officer to return the salute of the first soldier to salute him only, thereby acknowledging all the salutes collectively.

497. In camp a soldier visiting an officer's tent on business halts at three paces from the same and salutes. If the officer is engaged and does not see the soldier, the latter pronounces the officer's name in a respectful manner, and when he has attracted his attention, salutes. The officer returns the salute, without rising if seated. The soldier then approaches to the tent pole and stands at attention, but does not enter the tent unless invited. If bidden to enter, he steps inside the tent, uncovers, and stands at attention. Upon concluding his business, the soldier at once leaves the tent, halts at three paces therefrom, facing the same, and again salutes.

If, upon arriving at an officer's tent the flaps are closed, the soldier attracts the attention of the officer by speaking his name or by scratching on the canvas, at the same time speaking the officer's name. If the officer comes to the door of the tent the soldier salutes as above explained. If bidden to enter, the soldier steps just inside, salutes, uncovers, and stands at attention. On concluding his mission, the soldier resumes his headdress, salutes, raises the flap, and leaves the tent.

It is a breach of military courtesy for a soldier to visit an officer's tent except on business, to enter the same unless invited, to seat himself unless bidden, or to loiter about the tent after his business is finished. It is not customary for an officer to direct a soldier to seat himself unless the latter is sick or lame, or unless the business involves a protracted interview or wait.

498. Whenever, after the prescribed salutes have been rendered, a soldier addresses or is addressed by an officer, he again salutes at the conclusion of the conversation, which salute is returned by the officer. This rule applies to all the situations explained both out of doors and indoors.

499. A soldier actually at work does not salute an officer unless he desires to address or is addressed by the latter, in which case he ceases work, stands at attention facing the officer, and salutes.

500. A soldier in arrest stands at attention in the presence of an officer, but does not salute even though addressed by him.

Being in disgrace the privilege of exchanging salutes with his officers is denied him.

501. Indoors, a soldier, if unarmed, stands at attention at the approach of an officer. If covered, he uncovers. He does not salute unless he addresses or is addressed by the officer, in which case he resumes his headdress if practicable, salutes, again uncovers, and stands at attention. At the conclusion of the conversation, the soldier again resumes his headdress and salutes, after which he uncovers and remains at attention until the officer takes his leave.

502. If an officer enters a room where there are soldiers, some one who perceives him will give the word *attention*, when all stand at attention, rising if seated, and remain standing in the position of the soldier until the officer leaves the room. If unarmed, all soldiers uncover, but do not salute unless spoken to, in which case the man or men addressed salute both before and after the conversation as explained in par. 501.

503. An unarmed soldier visiting the office or quarters of an officer governs his conduct by the following rules of military courtesy.

If the place visited be an office where the officer transacts public business, the soldier enters, uncovers, and stands at attention until noticed by the officer, when he resumes his headdress if practicable, salutes, again uncovers, and remains at attention while transacting his business. If directed to seat himself while waiting for the officer to engage in other matters or to examine the affair in hand, the soldier takes the seat indicated, but is careful to retain a respectful pose and to be on the alert if addressed by the officer. If he is addressed by or wishes to address the officer while seated, the soldier will rise, and stand in the position of the soldier, but does not again salute until the business is finished, when he resumes his headdress, salutes, uncovers again, and leaves the office. Having risen from his seat to speak or reply to the officer in the course of the business, the soldier seats himself again after the conversation unless it is evident that the mission is practically finished.

If the place visited be the private office or quarters of an officer in a public building, or in a quasi-public building, such as a hotel or armory, and the door be open, the soldier stands at attention and covered just outside the doorway and when the officer notices him, salutes. If the officer is engaged and does



not see him, the soldier raps or speaks the officer's name in a respectful tone. If bidden to enter, the soldier steps inside the doorway, uncovers, stands at attention, and proceeds with his errand, at the conclusion of which he steps to the doorway, resumes his headdress, faces the officer, salutes, and takes his leave. If not bidden to enter, the soldier remains just outside the doorway, standing at attention covered, and transacts his business, after which he salutes again, faces about and goes away. If, on the soldier's arrival the door be closed, he raps, and on being told to enter, opens the door, and stands just outside at attention and salutes. He then follows the rules above given in the case where the door was open. He does not enter unless the officer so directs after the soldier has saluted. This is on the principle that the officer would naturally say "come in" when the soldier raps but without knowing who may be in waiting. The invitation "come in" is deemed to mean "open the door" and nothing else. After the officer has seen the soldier, the second invitation to enter is to be taken literally. When the officer or a servant opens the door without speaking, the soldier proceeds as described where the door was open. He would state his desire to see the officer to a servant or other person, but would salute only when the officer appeared, unless, indeed, the door happened to be opened by another officer, when he would salute each successively.

If the room visited be in a private residence, the soldier uncovers at the street entrance, and stands at attention in the hall until the officer appears, when he resumes his headdress, salutes, again uncovers, and, remaining at attention, states his business. His mission completed, the soldier resumes his headdress, salutes, uncovers and remains uncovered until he passes out of the street entrance. If the officer, instead of meeting the soldier in the hall or reception room, sends word to have him conducted to the room in which the officer is, the soldier will proceed as explained above in the case of a visit to an officer's private office or quarters, except that he remains uncovered until he leaves the house save when in the act of saluting.

Unless a room is clearly a *public* office, the rules for visiting a private office should be followed.

504. The rules given in par. 503 are modified as to soldiers engaged in duties in and about the office or quarters of an officer as clerks, messengers, or in other capacities, because a strict compliance with the same would be unbearably irksome to both

officers and soldiers. The general spirit of the rules are observed, but all saluting is omitted except when the soldier arrives to go to work and when he leaves for meals or at the close of the task. In this case, the salute signifies that the soldier is coming on or going off duty.

Soldiers on such duty stand, sit, and go about where their task requires without waiting to be told to do so, but are to maintain in all situations a dignified and soldierly bearing. When called into the private office or quarters of the officer under whom they are performing duty they do not rap, but when not called by the officer they should always rap before entering. They habitually remain uncovered while in the office or quarters, but wear the prescribed uniform in the proper manner, fully buttoned and adjusted. They must not smoke, lounge about, or engage in conversation foreign to their task, even when not actually busy. If they wish relaxation, they should ask for permission to retire for a stated time, and repair to a suitable place, being careful to return to their post a little before the leave of absence has expired.

The situation is very much like that in a well regulated place of business in civil life.

505. Soldiers at meals do not rise when an officer enters the mess room, but cease eating and sit at attention. If, however, the officer addresses any soldier, the latter should rise, salute, and stand at attention. After the conversation the soldier again salutes and takes his seat without waiting to be directed to sit.

506. A soldier riding in a street car or railroad train, purchasing goods in a store, eating in a hotel, witnessing a play at the theater, or in any similar situation, is not required to salute an officer even by rising, uncovering, or coming to attention, unless he addresses or is addressed by the officer. However, if a soldier sitting in a crowded street car or train recognizes a person standing to be an officer, it would be an act of military courtesy for him to rise, salute, and offer his seat to the officer.

507. When traveling by railroad, a soldier who has business requiring him to speak with an officer who is riding on the officer's car, which according to regulations should be at the rear end of the train, proceeds as far as the door of the officer's car and stands at attention in the doorway, in such a position that he will be seen by some one if not by the officer he seeks; or he may send word by the porter or a servant requesting to see the officer.

If noticed by an officer, the soldier salutes and states his desire to see the officer. It is customary for all officers, except the commanding officer, to go to the door of the car to talk with a soldier, as the presence of a soldier in the officer's car puts a certain restraint upon all its occupants, and it is discourteous for any one excepting the commanding officer to be the cause of such restraint. When talking with an officer at the door of the officer's car, the soldier first salutes, and then promptly transacts his business, remaining covered and at attention. On taking leave he again salutes. If the soldier is directed to enter the car he uncovers, and follows the rules given in par. 503 in the case of a visit to the private office or quarters of an officer.

#### Salutes by Armed Soldiers

508. An infantry soldier is deemed to be armed when he is carrying his rifle, or when he is wearing his bayonet in the scabbard although without a rifle. An artillery soldier is deemed to be armed when he is carrying his saber, as well when the same is sheathed as when it is drawn. The status of being armed modifies the rules heretofore given for saluting.

509. A soldier armed with the rifle salutes by executing the rifle salute, either from *right shoulder arms* or *left shoulder arms* (par. 106), or from *order arms* (par. 104), or from *trail arms* (par. 105), according to the situation as hereinafter explained. A soldier armed with the rifle should never salute by raising the hand to the headdress. This is regarded as the most conclusive evidence of lack of training.

510. A soldier wearing the bayonet in its scabbard salutes with *either* hand, exactly as explained for an unarmed man. The principal difference between the military courtesy of the unarmed soldier and that of the soldier wearing the bayonet is that the latter usually does not uncover in those situations in which the unarmed man removes his headdress.

511. The salutes of a soldier wearing his saber in the scabbard are the same as those prescribed for a soldier wearing the bayonet, except that the former salutes with the *right* hand on all occasions, steadying his side arms with the left hand. Like the soldier wearing the bayonet, the soldier wearing his saber in the scabbard does not uncover, but otherwise conforms to the rules of military courtesy prescribed for an unarmed man.

512. A soldier with drawn saber salutes by executing *present saber* (pars. 116, 121, 124).

513. It is to be borne in mind that soldiers armed with the rifle render honors by executing *present arms* in two cases only: (1) when in ranks, collectively and by word of command; (2) when on post as a sentinel out of doors, either actually or constructively as explained in par. 485. The individual salute for the soldier armed with the rifle is the *rifle salute*.

514. Out of doors a soldier armed with the rifle passing an officer executes the rifle salute at the same time as prescribed for the hand salute in the case of an unarmed man (par. 488). On arriving within saluting limits from an officer (thirty paces), a soldier armed with the rifle brings his piece to *right shoulder arms* if it is not already on the right or left shoulder, marches at attention, and at the proper moment (par. 488), raises the hand smartly to the small of the stock, at the same time turning the head and eyes smartly toward the officer saluted.

In like manner, a soldier with drawn saber, on arriving within saluting limits from an officer, comes to *carry saber* if not already there, and at the proper moment (par. 488), executes *present saber*, at the same time turning the head and eyes toward the officer saluted.

In both cases, the principles given in par. 489 as to the manner of saluting are to be observed so far as they apply.

515. Out of doors, an armed soldier standing still or seated, when approached by an officer, rises if seated, and salutes as explained in par. 490, using the salute prescribed for the type of weapon with which he is armed, or with the hand if armed with a sheathed saber or bayonet. In such case a soldier armed with the rifle takes the position of *right shoulder arms* and renders the rifle salute explained in par. 106.

516. In the situation described in pars. 491 and 492, armed soldiers salute as therein prescribed for unarmed soldiers, except that each member of the group renders the salute appropriate to the manner in which he is armed.

517. The rules given in pars. 493, 494, and 495, apply to armed soldiers so far as practicable, and with such modifications as common sense will suggest. For example, a soldier armed with a rifle and seated in a wagon could not properly execute the rifle salute, and hence would salute with the hand. On the



contrary, a soldier on horseback with drawn saber could and should execute *present saber*.

518. In the situation described in par. 496, all armed soldiers in the company street should come to attention with the unarmed men as therein explained, those armed with the rifle standing at *order arms*. If and when each armed man is to salute, he would render the salute appropriate to the manner in which he is armed, first coming to *right shoulder arms* if armed with the rifle.

519. In the situation described in par. 497, a soldier armed with the saber, either sheathed or drawn, or with the sheathed bayonet, follows the rules given in said par. 497, except that he would not uncover upon entering the officer's tent. If armed with the rifle, the tent flaps being open, he would halt at three paces from the tent, his piece at *right shoulder arms*, and render the rifle salute. He would then approach the tent pole and stand at attention, his piece still at the right shoulder. If bidden to enter, he would come to *trail arms*, step inside the tent, and stand at attention at *order arms* without uncovering. On leaving the tent, he halts at three paces therefrom, faces the same, and salutes from the right shoulder. If armed with the rifle, the flaps being closed, he proceeds as explained in par. 497, but renders the rifle salute from the order or trail, according to the condition of the ground, and remains covered. If armed with a drawn saber, the soldier should return the same to its scabbard before entering the tent.

520. Indoors an armed soldier stands at attention at the approach of an officer, but does not uncover. If armed with the rifle he stands at *order arms*, or if the floor be covered with mud or filth, at *trail arms*; if armed with drawn saber he stands at *order saber*. If he addresses or is addressed by the officer, he renders the salute appropriate to the manner in which he is armed both before and after the conversation.

521. In the situation described in par. 502, all armed men in the room when the officer enters follow the rules given in said par. 502, except that they do not uncover. The rules given in par. 520 also apply to this situation.

522. When visiting an office where an officer transacts public business, a soldier armed with a drawn saber returns it to the scabbard before entering. A soldier wearing the bayonet or sheathed saber follows the rules given in par. 503, except that he

does not uncover. A soldier armed with the rifle also follows the rules given in par. 503, but remains covered. He renders the prescribed salutes from *order arms*. In entering, moving about, and leaving the room, the rifle is held at *trail arms*.

523. A soldier will rarely have occasion to visit the private quarters of an officer while under arms unless on duty as an orderly. As an orderly he wears his bayonet sheathed but does not carry his rifle, or, if armed with the saber, he habitually wears it in the scabbard. Therefore the rules given in par. 503 relative to such visits govern his conduct with the single possible modification that he remains covered. On this point there is some difference of opinion, some authorities holding that a soldier with side-arms should retain his headdress on entering the private office or personal quarters of an officer, while others contend that he should uncover, even though under arms and on duty.

The best rule seems to be as follows: If a soldier wearing his side-arms enters the *private office* of an officer he remains covered, but otherwise follows the rules given in par. 503; but if required by his duties to visit an officer in his *personal quarters* or at a private residence, as, for example, to deliver an urgent message to an officer who is at a social gathering in his own or another's house, the soldier proceeds as explained in par. 503 for an unarmed soldier in visiting a private residence, even to the extent of uncovering while in the house except when in the act of saluting.

If sent to visit an officer in his personal quarters or at a private residence, a soldier armed with the rifle should, if possible, leave his piece in the custody of his guard or party, and proceed on his errand with side-arms only; but when the situation renders it necessary that he should keep his rifle with him, he should govern his conduct by the rules given in par. 522.

524. Officers are required to acknowledge the courtesies of soldiers by returning their salutes promptly and smartly, with the saber, if drawn, otherwise with the right hand or with the left hand when the right is engaged. When several officers in company are saluted, all who are entitled to the salute return it. An officer who is seated when saluted by a junior officer or soldier need not rise to return the salute, but may salute remaining seated.

## Salutes by Sentinels

525. Sentinels salute all officers as defined in par. 482, all persons and parties entitled to compliments from the guard (pars. 586 and 592), and colors or standards not eased. See also pars. 602 and 621, for salutes at retreat and when "The Star Spangled Banner" is played.

526. A dismounted sentinel, armed with the rifle or saber, salutes by presenting arms; if otherwise armed, he salutes with the right hand.

527. A mounted sentinel, if armed with the saber and the saber be drawn, salutes by presenting saber; otherwise, he in all cases salutes with the right hand.

528. To salute, a sentinel halts on his post and faces outward, his rifle at *right shoulder arms* or his saber at *carry saber*, when the person or party entitled to be saluted arrives within thirty paces.

If the officer approaches along the post, the salute will be rendered when the officer arrives at the distance of about six paces.

If he passes in front of the sentinel, but not along the post, he is saluted just before he passes the sentinel's front.

If he crosses the post, he is saluted just before he crosses, even though more than thirty paces distant.

The sentinel will remain at the present until his salute is returned, or until the person saluted has passed. He resumes walking his post when the person saluted has passed about six paces beyond him.

If an officer passes in rear of the post, he is not saluted, but the sentinel stands facing outward until the officer has passed about six paces.

529. A sentinel in a sentry box, or at a doorway, gangway, or similar post out of doors, where he is not required to walk back and forth along his post, if armed with the rifle, stands at attention at *order arms* on the approach of a person or party entitled to a salute, and salutes by presenting arms in accordance with the foregoing rules. If armed with the saber, he stands at *carry saber* and salutes as explained.

530. If the officer saluted addresses the sentinel, the latter executes *port arms* or *carry saber*, and stands in that position facing outward while in communication with the officer. The

sentinel salutes again when the officer leaves him. A sentinel in communication with an officer will not interrupt the communication to salute a junior officer unless directed by the senior to do so.

531. Sentinels do not salute any body of troops, armed or unarmed, except the color guard with the colors, unless the same are commanded by a Commissioned Officer.

532. Sentinels salute as above prescribed both by day and by night, whenever it is possible to recognize individuals and insignia of rank. During the hours when challenging is prescribed, the first salute is given as soon as the officer has been duly recognized and advanced.

533. A sentinel stationed at a doorway, stairway, or other similar post indoors, if armed with the rifle, stands at attention, his piece at *order arms* on the approach of a person or party entitled to a salute, and salutes by executing the *rifle salute* just as the officer passes or pauses before him. While holding communication with an officer he stands at attention, his piece at *order arms*, and again executes the rifle salute when the officer leaves him. If armed with the saber and the saber be drawn, he salutes and holds communication as when out of doors.

534. A sentinel escorting one or more prisoners causes them to march constantly in front of him. When he approaches or is approached by an officer within six paces, the sentinel will salute with the rifle salute from *right* or *left shoulder arms*, taking care not to lose sight of his prisoners. The commanding officer, however, may direct that sentinels in charge of prisoners render no salutes, in order that they may exercise the utmost vigilance.

535. Sentinels stationed at the doors or on the platforms of cars on a troop train salute and hold communication with officers as explained in par. 533.

## INDIVIDUAL COURTESIES

536. Besides the prescribed salutes and other acts complimentary to superiors in rank required by the written regulations of the army, there are many unwritten rules of conduct which have been established by custom and which are recognized as forming an important part of the code of military courtesy.



## Rules for Soldiers

537. If accompanying an officer, a soldier walks about two paces to the officer's left and rear; if riding, this distance is doubled.

538. Custom prescribes the following forms of speech in communication with an officer.

In speaking to an officer, a soldier uses the *third person*, and not the personal pronouns "You," etc., and "I," etc., nor the possessive pronouns, "Your," etc., and "My," etc. For example, the soldier would say, "Private Smith would like to speak to the Captain about his rifle," etc., and not "I would like to speak to you about my rifle, sir." But after commencing the conversation, the soldier no longer refers to himself in the third person, but uses the pronoun "I," "me," "my," etc., although he continues to refer to the officer in the third person.

An officer is *always* addressed in the third person, and never as "you."

In all answers or statements made to an officer except those in which reference is made to the officer in the third person as explained above, the affix "sir" is used.

For example, continuing the conversation commenced as above, the officer replies:

Officer: "What do you wish to say about your rifle?"

Soldier: "I have lost it, sir."

Officer: "How did that happen?"

Soldier: "I put it on the wagon as the Captain ordered, and when we arrived in camp it was missing."

So all replies of this kind should follow the rule, as, for example, "Yes, sir," "I don't know, sir," "I will try, sir," etc.

539. It is required that all answers or statements made to an officer shall be brief, direct, and pertinent to the subject of the interview.

540. When speaking to an officer, a soldier in referring to himself or to another soldier should use the proper title, as "Sergeant Lund," "Private Bailey," and not "Lund," or "Bailey." It is needless to add that, on all occasions, officers should be referred to by their proper titles.

When speaking to a Noncommissioned Officer, a soldier should address him as "Sergeant Myrick," and not as "Myrick."

541. When a soldier is given an order or instructions by an officer, the soldier should salute and say "Yes, sir," indicating

that he understands it. Upon finishing that which he has been ordered to do, he should report to the officer who gave him the order, and should not go away until he has ascertained that the officer is through with him. For example, he might report: "Sir, is the Captain through with me?" or, "Sir, the Captain's message has been delivered to Lieutenant Hamilton," and then, after a pause, "Is the Captain through with me?"

542. All formal reports by a soldier to an officer are prefixed by the word "sir," as in the examples given in par. 541.

## Rules for Officers

543. Officers take precedence according to rank, not only on formal occasions, but in their social relations as well. When in the officers' rooms, club, or railroad car, juniors should not monopolize the best seats, the latest newspapers, or other desirable things, to the exclusion of their seniors, but, on the contrary should, upon the entrance of the senior, offer the same to him, and generally defer in a manly way to his rank.

544. When not on duty, the salutes exchanged by officers when meeting or passing are usually accompanied by a verbal salutation. Officers, when rendering a salute, or returning the salute of a junior officer or a soldier, should not have a cigar, cigarette, or pipe, in the mouth. This is unmilitary and impolite.

545. An officer, if seated, should rise to salute a senior, but may return the salute of a junior without rising.

546. An officer, if seated, should rise to receive a formal report from another officer of nearly the same grade, whether senior or junior. It is, however, the privilege of an officer to remain seated while returning the salute and receiving the report of an officer when a great difference in their respective ranks exists in favor of the officer receiving the report. In making a formal report, an officer prefixes it with the word "sir," and the officer receiving the same, affixes the word "sir" to his reply, as, for example, the Adjutant would salute and report to the Captain: "Sir, your order has been delivered to Lieutenant Adams," and the Captain would then return the salute and reply: "Very good, sir."

547. When indoors, and off duty, particularly in places where officers assemble for social intercourse, it is considered the best taste to omit the military salute, a courteous verbal greeting

being substituted therefor when an officer enters, and without rising, if seated. But officers already in such a place, should, if seated, rise to greet the commanding officer, an officer of distinctly higher rank than those present, or a visitor, recently arrived at the post, whatever his rank or civil status. Unless a visitor is of high rank, such formality is discontinued after his first appearance among the officers of the post, as it is deemed to be a greater compliment to treat him as though he belonged to the military family. If he remains at the post for any length of time, he should be treated as a brother officer after he has become acquainted, since a continuance of formality indicates that his presence is only tolerated, and not welcomed.

When officers and others entitled to be received formally, withdraw, all should rise to take leave of them. While they remain, any officer extending a courtesy to them should rise to do so. All compliments are paid verbally and are acknowledged in the same way or by bowing. The military salute is not used, as savoring too much of working hours.

In greeting or taking leave of a senior officer, particularly if of high rank, a junior should not offer to shake hands. It is the privilege of the senior to offer his hand first. In the case of a civilian guest, unless he is of high civil rank, an officer belonging to the post should extend his hand first, being a host.

548. Military custom as to introductions is well established as follows:

When two officers not previously acquainted meet, it is usual for one of them to step up to the other and say "My name is McDonald," and offer his hand. The other takes the proffered hand and replies, "My name is Coady." Neither mentions his rank or corps, but if that information is not evident from the uniform, it is soon brought out in the subsequent conversation. In self-introductions as explained above, an officer connected with the post should make the first advances toward an officer visiting the same, unless the latter is in civilian dress so that his military status is unknown. In the latter case, the visiting officer would introduce himself, adding his rank and corps with, perhaps, a word of explanation of his presence at the post. The other officer would then respond, "My name is Coady," and offer his hand. When two officers meet on neutral ground, the politest of the two will hasten to introduce himself. After such self-introductions, it is incumbent on each officer to introduce the other to such acquaintances as subsequently appear.

A visiting officer in charge of another officer who is conducting him about the post should be introduced to all officers met with and if he is to stay at the post long enough, it should be arranged to take him to the club or mess at a time when he will have an opportunity to meet those officers who have been missed when making the rounds. This, of course, does not apply to officers of high rank visiting the post. Such visitors would be entertained by the commanding officer in person, and would be introduced to the assembled officers at a reception, either formal or informal, held for that purpose.

An officer, in introducing a visiting officer, should be careful to *present him* to all officers of equal or superior grades to that held by the visitor, and to *present to him* all of junior grades. For example, in introducing Captain Brown, a visiting officer, to the officers of a post, the Post Adjutant would proceed as follows: "Major Williams, permit me to present Captain Brown, of the First Infantry." The major, if seated, would rise, offer his hand, and express his pleasure, etc. The Adjutant might then introduce a lieutenant, as follows: "Captain Brown, allow me to present Lieutenant Allen," whereupon the captain would offer his hand and respond in complimentary terms. If the visiting officer is of ordinary rank, his sponsor, before presenting him to an officer of high rank, should obtain permission from the latter.

All parties to an introduction should stand during the presentation, and it is customary for those being introduced to uncover as they shake hands, even if side-arms are worn. Indoors the military salute is omitted altogether; out of doors, if rendered at all, it should be before the presentation. For example, an officer about to introduce himself may very properly salute before saying, "My name is McDonald," etc.; and an officer escorting a visitor about the post would naturally exchange salutes with such brother officers as he might encounter before stopping to make the presentation. In such case the visitor would salute when his host does, but would not repeat the salute on being introduced.

549. Officers appear at state and formal receptions in full dress uniform, with side-arms and gloves. Indoors the cap, held with the visor pointing *left oblique*, is carried in the left hand. Out of doors, and in places considered as out of doors (par. 485), the cap is worn until the officer approaches the receiving party, when it is removed and carried as above explained. The gloves are not removed.



At dances and other social occasions when officers appear in full dress, it is now customary to wear the full dress belt and slings without the saber, in which case the cap is left with the outer garments in the cloak room. On such occasions, officers may, if they wish, appear in the special full dress if after 6 P.M.

At all daytime functions until 6 P.M., except New Year's Day and state and formal receptions, the dress uniform should be worn without side-arms. The preponderance of custom in the army is now to omit gloves, but if worn they may be of white kid or lisle thread. Indoors the cap is laid aside; out of doors it is worn or carried as above explained.

It is customary not to render the military salute when at receptions and other strictly social occasions. When paying respects or being presented, it is sufficient to shake hands or merely bow, according to what seems to be the prevailing practice at the particular function, and this rule holds good even when the officers are assembled to pay their respects to a reviewing officer before or after a review.

550. In all official communications, verbal or written, an officer should be given his full military title.

When not on duty a lieutenant is usually addressed as "Mister," but when on duty, especially with troops, the title "Lieutenant," should be used.

When off duty, officers frequently address their equals in rank and their juniors by their surnames, as "Appleton," "Paige," etc., but this does not give the junior the privilege of addressing his senior in any other way than by his proper title, although the surname may be omitted. Thus lieutenants address captains as "Captain;" captains address majors as "Major," etc. Officers of the same rank generally address one another by their surnames.

A past officer of the Company, or a member who holds or has held a commission in the army, navy, volunteers or militia of the American or a foreign service, is entitled, by courtesy, to be addressed by the title of the highest rank attained by him, except in strictly official communications, regardless of his rank in the Company for the time being.

The prevailing custom is now to address as "Colonel," "Major," or "Captain," surgeons with these ranks, while surgeons with the rank of lieutenant are addressed as "Doctor" in all communications not strictly official.

In this Company, such members of the Commissioned Staff as

have no titles derived from commissions in the army, navy, volunteers or militia, are, by courtesy, addressed as "Lieutenant," although no rank is specified for them in the Rules and Regulations of the Company; excepting, however, the Surgeon and Assistant Surgeons, who, by army precedent, should be addressed as "Doctor."

551. When walking with a senior officer, a junior should walk on the senior's left and keep step with him. When riding, a junior should ride on the senior's left.

552. When riding in a carriage, automobile, or similar vehicle, a junior should sit at the senior's left. In entering a carriage, the senior enters first, and in leaving the same, the senior alights last. When four officers occupy a carriage the senior sits at the right on the rear seat, the next in rank at his left, the third in rank on the front seat with the junior on his left. When the seats face each other, it is customary for the senior to enter first, the junior second, the second in rank third, and the third in rank last, to avoid the necessity of the junior climbing over his superiors. In any case, the carriage should be brought to the curbing so that the left hand door will be next the sidewalk both to receive and to set down its passengers. In leaving the carriage, the order of entrance is reversed.

553. In boarding a ship from a boat or launch, the senior goes first and the junior last, and on returning to the boat or launch, the junior goes first and the senior last. In boarding a boat or launch from the wharf, the senior goes last, the others remaining standing until he seats himself, when safety permits. The senior sits in the stern. In disembarking at a landing, the senior goes first. The rule is that the senior shall not be kept waiting in the boat or launch in any case.

554. When two or more officers in company enter a room, the senior enters first and the junior last; in leaving a room together, the junior goes first and the senior last. The term *room* is to be taken as applying to a railroad car, elevator, or any other inclosed place to which entrance is gained by a narrow passage.

555. Whenever a senior officer terminates an official or semi-official call made upon a junior, the junior officer should accompany him to the door of the room, or, if the caller is to leave the building, to the street exit, and take leave of him there, seeing him to his carriage or other means of transportation if he has

any. If the caller be a junior, the senior should send his Adjutant, Aide, or a lieutenant to take leave of him as above; in a private residence, he would take leave of him in the reception room and send a servant to show him out.

Such formality is dispensed with in calls exchanged between officers of nearly the same rank on ordinary occasions, although the requirements of social etiquette must never be ignored.

556. At the table, the senior officer sits at the head, or, if present as a guest, at the right of the host. The other officers present occupy seats in order of rank, alternating from right to left of the head of the table. When civilian guests are present, it is customary to alternate them according to their civic rank or importance with the military guests. Unless distinguished military guests are present it is the practice to give precedence to civil officials, a custom which symbolizes the subordination of the military to the civil authority.

When seats are not assigned at the table, junior officers, on being invited to proceed to the same should fall into the column in accordance with their relative rank and be careful to take places at the table more distant from the head than those taken by their seniors. Junior officers should not push in ahead of their seniors, nor, when at the table, talk loudly, monopolize the conversation, propose toasts or cheers, or otherwise act "fresh." If it is desired to have a junior make a speech, sing a song, propose cheers or a toast, the presiding host or the senior officer should send a brief note or message to him apprising him of that distinction. He should not volunteer or exhibit an eagerness to display his talents. It is now considered allowable, however, to sing in unison familiar selections when played by the band or orchestra, and frequently the desire to have such singing is indicated by the distribution of "song sheets." Unsolicited solo singing is not in good taste.

557. An officer who has enjoyed the privileges of a club or who has been entertained at the mess or armory of a military organization, should upon departing, leave his card in the card rack or receiver, having first written thereon "Officers and members of the — Club," or "Colonel Blank and officers," with the letters "P. P. C." added in the lower left-hand corner, the inscription being, of course, descriptive of the particular organization or group who were his hosts. If he has been the recipient of special attentions at the hands of any individual

officers or club members, he should leave a card for each of the same, bearing the name of such officer or member, with the letters "P. P. C." added. These cards are left in addition to the general card described above. When the visiting officer *takes personal leave* of any individuals who have paid him marked attention, he need not leave cards for them, but he should never fail to do so for those who are not present when he departs.

An officer who receives cards for clubs, or invitations to make himself at home at the mess or armory of a military organization, when visiting a strange city should, if possible, call and leave his card in acknowledgement of the courtesy, even if his engagements prevent him from availing himself of the same. Such a card should be inscribed for the officers, board of governors, or other authority who issued the invitation, with the words "and members" or other words expressing the body of the organization, added. If the invitation indicates that it was issued at the solicitation of a particular member, another card should be left for him. If the call be merely for the purpose of acknowledgment, and is not repeated, the letters "P. P. C." are not added.

## OFFICIAL CALLS

558. Officers visiting the headquarters, armory, or station of a military command, or at a military post or camp, are required to call upon the commanding officer thereof as soon as practicable after their arrival, and to register their names if a register book of visitors is kept. If the visiting officer be senior to the commanding officer, the former may send his card, in which case it becomes the duty of the commander to make the first call. This should be promptly returned by the visiting officer.

If the commanding officer is not at his office, the prevailing custom is to call at his quarters, thus making a semi-social call.

If the permanent commander be temporarily away from the post, the call is made upon the senior officer present, and a card is left at the Adjutant's office for the permanent commander.

559. When a military organization, such as this Company, pays a visit to a city, the commanding officer should call on the Mayor as soon as practicable, even if that official has been on hand to welcome the organization. This call should be made at the Mayor's office. Should the city be the capital of a state or province, the commanding officer should call upon the Governor or other State Executive before calling on the Mayor of the



city. When there is a military post or garrison in the vicinity, the commanding officer should call upon the commander of the same as soon as he has paid his respects to the civil magistrates. In making these official calls, the commanding officer should be accompanied by the Adjutant.

Such calls will be promptly returned except possibly by officials of high rank and by those who have already met the organization upon its arrival, thereby rendering another formal call unnecessary. The Adjutant should arrange the hours of such return calls with the representatives of the officials so that they will not coincide or conflict, and the commanding officer should be in waiting at his headquarters and in the proper uniform at the time set for the same. At the conclusion of a call, the commanding officer will accompany the visitor to his carriage, or send the Adjutant to do so, according to whether he is junior or senior to him in rank, as explained in par. 555.

### ORDERLIES

560. The commanding officer's orderly is the personal attendant of the commanding officer and is subject to his orders alone. It is a grave breach of propriety for any other officer to require a personal service of the orderly, or even for the Adjutant to send him on missions of an official character.

561. In the army and militia, the orderly is selected daily by the Adjutant at guard mounting, that soldier being chosen who is most correct in performance of duty and military bearing, neatest in clothing and person, and whose arms and accouterments are in the best condition. He is considered a member of the guard, and is relieved by the orderly selected from the guard relieving his own.

There is no authority in the Rules and Regulations of this Company for the appointment of a permanent orderly, although this practice has been followed for several years. To conform to military usage, it would be preferable to detail an orderly daily from among the younger members of the Company when a guard is not mounted. Thus the training which an orderly receives in military courtesy and customs would be disseminated more generally among those members of the Company who are presumably in line for future honors and responsibilities.

No member of the Company who is a present or past Commissioned or Noncommissioned Officer should be detailed as

orderly, nor should any member be selected for this detail who wears the uniform of an Officer or Noncommissioned Officer of the army or militia. The incongruity of an orderly in an officer's uniform is too striking to escape the criticism of the military observers.

562. The duty of the orderly is to attend the commanding officer, carry his messages, and run his errands. His tour of duty is one continuous exemplification of military courtesy, and for that reason is explained in this part of the Manual.

563. If the orderly selected be an infantryman, he will report fully armed and equipped except that he will leave his rifle in the arms rack; if he be an artilleryman, he will report fully equipped with saber belt and saber, unless otherwise directed by the commanding officer. He proceeds at once to the commanding officer, salutes, and reports, "Sir, Private Blank reports as orderly."

If detailed from the guard, upon being directed to fall out as orderly, he gives his name and organization to the sergeant of the guard, then proceeds to his own quarters and leaves his rifle, if he has one, and reports to the commanding officer as above.

In the field or on the march, the equipment of the orderly will be as prescribed by the commanding officer.

When the new orderly reports, the commanding officer directs him "Relieve the old orderly," whereupon the new orderly replies, "Yes, sir," and then salutes, faces about, leaves the office and proceeds to the old orderly from whom he receives the instructions.

It is a common custom for the old orderly to report to the commanding officer thus, after turning over his orders to the new orderly: "Sir, Private Blank reports having been relieved by the new orderly," whereupon the commanding officer informs him, "You are relieved," and the old orderly salutes, faces about, and leaves the office.

564. The orderly remains in the anteroom, or just outside the commanding officer's quarters or office, within call. If the commanding officer goes out, the orderly follows him unless directed to remain behind (par. 537).

The orderly is on duty from reveille until such hour at night as may be prescribed by the commanding officer. He is allowed one hour for each meal. At every mess call, if in attendance on the commanding officer, he will report to him, "Sir, mess call

has sounded," and the commanding officer will reply, "You are excused." To be excused for the night at the hour established, he will, when the hour arrives, report to the commanding officer, "Sir, it is — o'clock," whereupon the commanding officer, unless he wishes to keep the orderly longer, replies, "You are excused." The orderly sleeps in his own quarters and reports in the morning to the office or quarters of the commanding officer at reveille unless directed to report later.

If the commanding officer wishes to dispense with the attendance of the orderly for a time, he will excuse him, directing him when and where to report back for duty. If the commanding officer leaves the post he may take the orderly with him, or may excuse him till his return, or may direct him to remain in attendance on the officer left in command during his absence.

565. When ordered to deliver a message, an orderly will be careful to deliver it exactly as it was given him. He acknowledges the receipt of orders, messages, and instructions by saluting, and saying, "Yes, sir." If he does not understand a message given him for delivery, or orders or instructions that he may receive, he will ask the officer to repeat them, saying, "Sir, Private Blank does not understand; will the commanding officer please repeat?" Having delivered a message or returned from an errand, he will always report accordingly to the commanding officer, as, for example, "Sir, the commanding officer's message has been delivered to Lieutenant Hamilton." When called he will enter the office or quarters of the commanding officer without knocking.

566. Orderlies should inform themselves as to all the details of military courtesy, studying with particular care pars. 523, 538, 539, 540, 541, and 542, of this Manual.

#### APPLICATION OF THE RULES OF MILITARY COURTESY BY MEMBERS OF THIS COMPANY

567. The foregoing rules for individual military courtesy have been given substantially as they are taught and observed in the military establishment of the United States. In applying the same to this Company, consideration must be given to the entire absence of the social cleavage which, in the ordinary military organization, separates the officer from the soldier.

In this Company, there is not, has never been, and cannot be

a social or class distinction between the officers for the time being and the other members of the Company. The traditional policy of rotation in office prevents the formation of an officer class as opposed to a soldier class, for the officer of one year becomes the soldier of the next and obeys and defers to those who shortly before rendered obedience and paid deference to him, and who, in their turn, must step down into the ranks.

All distinction in the membership of the Company is, therefore, purely official, and not social. It is of degree and not of caste. Consequently, when not on duty or official occasions, the members of this Company, whatever their rank, may mingle socially without violating military usage.

A military training school furnishes the best illustration of the situation. All cadets are socially equal, mingle in their recreations, and associate freely in their hours of relaxation, but are assigned to different grades for the purposes of drill and training and exemplify to the letter all the precepts of discipline and courtesy in the periods devoted to their military education.

The social equality which prevails in this Company does not modify in the least particular the rules of drill, discipline, or military courtesy, but it does render necessary certain modifications in the application of the rules of military courtesy as the *status* of the individual changes with the occasion.

568. In the Army and National Guard, the status of the enlisted man never changes with reference to his officers. The difference between the highest enlisted grade and the lowest commissioned grade is not merely of rank but of caste and associations. To cross this gap, one must cease to be an enlisted man and become an officer. As a matter of fact, he is actually discharged and reenters the service in a new capacity when commissioned. The attitude of the enlisted man toward his officers with respect to conduct and military courtesy is the same on all occasions.

In this Company, however, the members who do not hold office sometimes have the status of soldiers and at other times that of junior officers in their relations with the officers of the Company and others included in the same category for the purposes of military courtesy, as explained in par. 482.

569. The rules for determining when a member is to assume the attitude of a soldier towards the officers and when he is to assume that of a junior officer, are as follows. The term *member*



is used to denote those members of the Company not included in the category of officers as explained in par. 482.

(a) Unless the relations between the officers of the Company and its members in a given situation are manifestly of a social character, such relations are to be deemed *official*, and the rules of military etiquette and courtesy to be observed will be those prescribed for soldiers in the presence of officers.

The relations between the officers and the members of the Company are distinctly social and not official in the following situations:

(1) Upon those occasions which, in their very nature, require the mutual association and commingling of the officers with the members on an approximately social level. For example, banquets, smoke talks, receptions, and similar social functions to which both officers and members are invited, necessarily involve social equality. At such affairs the code of etiquette and courtesy prescribed for soldiers would be absurd as it does not contemplate such commingling. By analogy we are compelled to regard all present as officers and adopt the officers' code, and the attitude of the members will be that of junior officers in the presence of their seniors.

(2) Upon those occasions when officers by their conduct or acts indicate their intention or desire that the relations for the time being between themselves and some or all of the members shall be considered social and not official. For example, when an officer invites a member to visit his quarters, walk with him, sit with him at the table, ride with him in a carriage, or otherwise associate with him on a footing that, in the Army, would be permissible only between officers, their relations become temporarily social. Here again the members assume the attitude of a junior officer toward his senior in matters of etiquette and courtesy, because Army usage does not admit of such associations between officers and enlisted men, and the soldiers' code of manners cannot be applied.

In this connection it is to be remembered that, although in view of the social equality of all in this Company it is perfectly proper for the officers and members to associate together off duty and on informal occasions, all advances to this end should come from the officer. It is the officer's privilege, and not the member's, to say when official relations shall be relaxed.

(3) Upon those occasions when both the officers and the members, in accordance with the arrangements made for the Com-

pany, share the same quarters or accommodations. For example, when traveling by railroad, and no separate car for officers is provided, the relations of officers and members are social; but if an officers' car is provided, their relations remain official. So also when the arrangements contemplate that officers and members alike shall make use of the verandas, lobbies, dining halls, and other public portions of the same hotel, or similar accommodations on a steamship, the attitude of the members toward the officers will be that of junior officers toward their seniors; otherwise, if separate provisions are made. This is because the system of etiquette and courtesy prescribed for soldiers in the Army is based on the separation of officers and enlisted men, they being invariably assigned to separate buildings or to separate parts of the same building, and in the absence of such fundamental condition, that system cannot be applied.

(b) When the occasion or situation compels a relaxation from official relations the status of members with reference to the officers will be analogous to that of junior officers toward their seniors, and the rules of military etiquette and courtesy prescribed to be observed among officers will govern their intercourse; but they will return to the status of soldiers as soon as the occasion or situation ceases.

For example, as explained above, the officers' code will apply while the officers and members commingle in common apartments at a hotel; but if a party of members go out for a walk and meet an officer on the street, they will salute and otherwise conduct themselves toward the officer as explained for soldiers.

570. Familiarity always tends to weaken authority and break down discipline, and for that reason the association of officers and enlisted men, except on duty, is strictly prohibited in the military and naval service.

While this rule does not apply to this Company with anywhere near the same force that it does in the Army or Navy, since co-mingling on social occasions is the necessary sequence of the social equality which prevails in our corps, it is indispensable that *familiarity* between officers and members be generally avoided even on unofficial occasions.

Officers should maintain the dignified reserve toward members which, in the Army, characterizes the intercourse of senior officers with their juniors. They should ordinarily keep away from the members, and although they may properly circulate

about on social occasions, chatting with this man and that, and may at times join in recreations with the members, they should not, while in office, make chums of certain individuals nor habitually associate with the members rather than with their brother officers.

The members, on their part, should refrain from forcing their society upon the officers, from familiar or flippant conduct toward them, and from presuming too much on their civilities. The attitude of the members toward the officers when they meet socially should be that of a manly deference to their rank and a hearty and genuine respect for them as individuals, — in short, that of a junior toward his senior.

There will, of course, be a somewhat greater degree of familiarity on the part of the officers toward the past officers of the Company, as well as toward members who happen to be present or past officers in the military or naval establishment, particularly when the latter are of high rank. This is to be expected and should not be cited by the younger members of the Company in justification of an attempt on their part to establish more intimate relations with their seniors. There is no occasion for jealousy on their part, for their turn will come in due time.

### HONORS PAID BY TROOPS

571. Honors paid by troops may be considered under two heads: (1) the compliments paid on ordinary occasions; and (2) the salutes and other acts of respect rendered on formal occasions, such as official visits to certain dignitaries of high rank, civil and military.

It will be helpful to remember that, in rendering honors, troops do not execute *eyes right* (or *left*) nor *present arms* except in the ceremonies and in saluting the color.

The ordinary salutes by bodies of troops on informal occasions will be spoken of as "compliments" in the succeeding paragraphs for the sake of brevity.

#### Compliments from Unarmed Bodies

572. A Noncommissioned Officer or private in command of an unarmed detachment consisting of less than a section will salute all officers as follows:

If the detachment be marching, it is called to attention, if not already at attention, upon arriving within saluting limits from the officer, and the commander alone salutes with the hand when at saluting distance from the officer to be saluted. The commander should march to the left of and near the rear rank of his party, and salute from his post.

If the detachment be at a halt, it is called to attention, if not already at attention, upon the approach of the officer within saluting limits. If in line, the commander takes post on the right; if in column, he takes post to the left of and near the rear rank of his party. When the officer arrives at saluting distance, the commander alone salutes with the hand.

573. A Noncommissioned Officer or private in command of an unarmed detachment consisting of less than a section will salute all colors and standards not cased as follows:

If the detachment be marching past the colors, whether they be stationary or in motion, it is called to attention, if not already at attention, upon arriving within saluting limits from the color, the commander taking his post as explained in par. 572, and commanding: 1. *Eyes*, in time to add 2. *RIGHT* (or 2. *LEFT*) when at about six paces from the color. At the command *right* (or *left*) all the men in the detachment execute *eyes right* (or *eyes left*) and the commander alone salutes with the hand. The command *FRONT* is given when the color is passed.

If the detachment be at a halt and in column, it is formed into line facing so that the color will pass in its front; if in line it is faced so that the color will pass in its front if not already in such a position. The commander takes post on the right of his party facing to the front, calls it to attention if not already at attention, and alone salutes with the hand when the color arrives at six paces from the flank of his detachment, holding the hand in salute until the color has passed six paces beyond the front of the same.

574. A Sergeant or Acting Sergeant in command of an unarmed section or larger detachment will salute all officers as explained in par. 572, and all colors and standards not cased as explained in par. 573, except that he takes post beside the leading guide when in column, and in front of the center when in line, if not already there.

575. A Lieutenant or the Adjutant of the Company in command of the whole or part of the same when not under arms



will salute such dignitaries as are entitled to honors from troops, all general officers, the commanding officer of the Company, and any superior commander when the Company is acting with other troops, as follows:

Either when marching or at a halt, he brings the Company or the detachment under his command to attention, if not already at attention, and salutes in person with the hand. The command is brought to attention in season to permit the officer in command to salute when he is personally at about six paces from the officer saluted. The command is held at attention until the salute has been acknowledged.

The Captain in command of the Company or a part thereof when unarmed, will salute all dignitaries entitled to honors from troops, all general officers, and his superior commanders when the Company is acting with other troops, in the manner above explained.

576. A Commissioned Officer in command of the Company or a detachment thereof, when unarmed, will salute all officers senior to himself, except those mentioned in par. 575, by rendering the hand salute in person without bringing his command to attention.

577. When any of the officers or persons enumerated in par. 575 as entitled to a salute pass in rear of the Company or a detachment thereof, whether it be armed or unarmed, if a Commissioned Officer be in command, he will bring the troops to attention, if not already at attention, while the individual entitled to honors is opposite the post of the commanding officer. Sections and smaller detachments under command of Noncommissioned Officers or privates stand at attention in such a case, while the individual entitled to honors remains in their rear. No salutes are rendered, the commander merely standing at attention at his post.

578. A Commissioned Officer in command of a body of troops exchanges salutes with Commissioned Officers in command of other bodies of troops, the junior making the first salute. The troops should be at attention during the exchange.

579. A Commissioned Officer in command of a body of troops is saluted by all officers junior to him and by all soldiers. He

acknowledges the salute in person without bringing his command to attention.

580. A Commissioned Officer in command of an unarmed body of troops salutes all colors and standards not cased as follows, this salute taking precedence of that prescribed in par. 578, when the other body carries the color or standard of its corps:

If marching, he will command: 1. *Eyes*, in time to add: 2. *RIGHT* (or 2. *LEFT*), when he is personally at six paces from the color, and at the same time will salute with the hand. All other officers and soldiers in the command execute *eyes right* (or *eyes left*), but do not salute.

If the column be at a halt, the commander will cause his command to form line so that the color will pass in its front, and will cause it to stand at attention while it is so passing. The commander salutes in person when the color arrives at six paces from the point opposite his post.

If the command be in line at a halt, a color passing in its front is saluted as just explained. If a color passes in its rear, the command is brought to attention while the color is in its rear, but the commander does not salute, merely standing at attention at his post.

#### Compliments from Armed Bodies

581. A Noncommissioned Officer or private in command of an armed detachment consisting of less than a section will salute all officers as explained in par. 572, with the following modifications:

When armed with the rifle, the detachment is brought to attention with the pieces at right shoulder arms if marching, or with the pieces at order arms if at a halt. The commander salutes from *right shoulder arms* in both cases, rendering the rifle salute if armed himself with the rifle.

When armed with the saber, the detachment is brought to attention with the saber at the carry if marching, or with the saber at the order if at a halt, provided the saber be drawn. If the sabers are sheathed, the detachment renders the honors as prescribed for an unarmed party. The commander salutes with the saber if drawn; otherwise with the hand.

The commander of a detachment armed with the rifle should always salute with the *drawn* saber when not himself armed with the rifle. If sheathed, the saber is drawn before calling the party to attention.

582. A Noncommissioned Officer or private in command of an armed detachment consisting of less than a section will salute all colors and standards not cased as explained in par. 573, with the following modifications:

When marching, the detachment, if armed with the rifle, is brought to attention with the pieces at right shoulder arms. The commander, if himself armed with the rifle, executes the rifle salute; if armed with the saber, he salutes with the *drawn* saber. If the detachment be armed with the saber, it is brought to attention with the saber at the carry if drawn, and the commander renders the saber salute in person; if the sabers are sheathed, the detachment renders the honors as prescribed for an unarmed party.

When at a halt, the entire detachment presents arms or sabers at the command of its commander, having been first faced so that the color will pass in its front if not already formed in that way. The commander, standing on the right of his party, himself executes present arms or saber with the detachment. He brings his detachment to order arms or sabers when the color has passed six paces beyond the flank.

583. A Sergeant or Acting Sergeant in command of an armed section or larger detachment will salute all officers as explained in par. 572 as modified by pars. 574 and 581; and he will salute all colors and standards not cased as explained in par. 573, as modified by pars. 574 and 582. The further modification is to be noted, that, in rendering honors to the colors, the chief of section will first face the line to command *present arms* or *present sabers*, and will then face about and salute in person by executing *present saber*.

584. In the situations explained in pars. 575, 576, 578, and 579, when the Company or a detachment thereof under command of a Commissioned Officer is armed, honors are rendered as prescribed in the paragraphs cited, except that the commander salutes in person with the saber, if drawn; otherwise with the hand. When under arms in the situation described in par. 577, the commander should stand at attention with *drawn* saber. In all situations described in the paragraphs above mentioned, when the troops are armed with the rifle or drawn saber, the commander should always draw his own saber before bringing them to attention in those cases in which the troops are to be brought to attention.

585. Armed troops under command of a Commissioned Officer salute all colors and standards not cased as explained in par. 580, with the following modifications:

When marching, not only the commander, but his staff, chiefs of platoon, adjutants, and chiefs of section, — in short, all except the men in the ranks, salute as they do when passing in review, the men in the ranks executing *eyes right* or *eyes left* at the command of their immediate commanders.

When at a halt, line is formed if the troops are in column so as to face the color while it passes.

Being in line at a halt, the commander brings the troops to attention, if not already at attention, faces the line, and commands: 1. *Present*, 2. *ARMS*, just as the color arrives opposite the flank. He then faces to the front and salutes in his own person. The drums sound three ruffles, or the trumpets sound *to the color*. When the color has passed six paces beyond the front of the command, it is brought to *order arms*.

When a color passes in rear of the line, an armed body of troops is brought to attention as explained in par. 580, but does not execute *present arms*. In such case, the field music does not sound the ruffles or trumpet call.

#### Compliments from Guards

586. Between the reveille and retreat, the guard of a post or camp turns out and presents arms to the dignitaries enumerated in par. 592, as entitled to honors from troops, all general officers, the commanding officer of the post or camp and his superior commanding officers, the officer of the day, and all colors and standards not cased when carried past by a color guard or any armed party.

The guard also turns out under arms upon the approach of an armed party except troops at drill and reliefs or detachments of the guard, both by day and night. Between reveille and retreat the guard presents arms to all armed parties commanded by commissioned officers, the officers saluting.

587. When troops at drill carry the color or standard of their corps, the guard will turn out and present arms when the color first passes. If the drill is conducted in the vicinity of the guard quarters, the honor will not be repeated.

588. When a person or party entitled to the compliment approaches the guard quarters, the sentinel at the post of the guard



will call: "*Turn out the guard, commanding officer;*" "*Turn out the guard, national color,*" etc., in each case naming the person or party who is approaching. Even though the guard be already formed, the sentinel will not fail to call "*Turn out the guard,*" in every instance, except as explained in par. 590.

589. Should the person named by the sentinel not desire to have the guard formed, he will *salute*, whereupon the sentinel will call "*Never mind the guard.*" However, having called "*Turn out the guard,*" for an armed party, the sentinel will never call "*Never mind the guard,*" if it continues to approach.

590. If two or more persons entitled to the compliment approach the post of the guard at the same time, the sentinel will call for the senior only; if the senior declines the compliment, the sentinel then calls "*Never mind the guard.*" The guard will not be turned out for a junior while his senior is at, or coming to, its post.

591. The guard forms in front of its quarters, and presents arms at the command of the commander of the guard when the person or party entitled to the compliment arrives in its front, the musician of the guard sounding the appropriate ruffles, march, or flourishes.

#### Additional Compliments Paid to Distinguished Personages

592. Besides the compliments paid to them on ordinary occasions, certain honors of a special nature are rendered to the personages enumerated in the following table upon formal occasions, such as official visits, ceremonies, etc.

(1) When such personages are saluted by armed bodies, by presenting arms when in line at a halt, or in the manner prescribed when passing in review, the *second* (Regimental, Battalion, or Company) *color* or *standard* is dropped in salute as explained in par. 246. The *first* (National) *color* does not salute.

(2) When such personages are saluted by armed bodies, the band or field music, if present, sounds the march, flourishes, or ruffles appropriate to their rank, as shown in the annexed table.

(3) When such personages pay official visits to a military post or camp, an artillery salute is fired if suitable artillery is available, the number of rounds fired in each case being as shown in the annexed table.

PERSONAGE	MUSIC		GUNS
	TRUMPETS OR BAND	DRUMS	
THE PRESIDENT An ex-President of the United States	President's March	Silent	21
The Sovereign or Chief Magistrate of a foreign country Member of a royal family	Their National air	Silent	21
The Vice President President of the United States Senate American or foreign ambassador	General's March	Silent	19
Member of the Cabinet Chief Justice of the United States Speaker of the House of Representatives A committee of the Congress visiting a military post officially GOVERNOR, when within his own State or Territory GOVERNOR-GENERAL LIEUTENANT GOVERNOR, when representing the Governor, Civil Governor of the Philippine Islands The GENERAL of the UNITED STATES ARMY The ADMIRAL of the UNITED STATES NAVY	General's March	Silent	17
Assistant Secretary of War on an official visit Assistant Secretary of the Navy on an official visit Vice Governor of the Philippine Islands American or foreign envoy or minister The LIEUTENANT GENERAL of the UNITED STATES ARMY The VICE ADMIRAL of the UNITED STATES NAVY	Three flourishes	Three ruffles	15
Minister resident accredited to the United States MAJOR GENERAL REAR ADMIRAL	Two flourishes	Two ruffles	13
Charge d'affairs BRIGADIER GENERAL COMMODORE (abolished in United States Navy, March 3, 1899)	One flourish	One ruffle	11
Consul general accredited to the United States	Silent	Silent	9

593. The artillery salute to a national flag is twenty-one guns. This is also the *national salute* to be fired on occasions of national rejoicing.

594. The artillery salute to the Union, commemorative of the Declaration of Independence, consists of *one gun for each State*, and is fired at noon on July 4 at every post provided with suitable artillery, and on no other occasion.

595. The artillery salute of twenty-one guns for the President is fired both on his arrival at and departure from a military post, or when in its vicinity. The same is observed with reference to the sovereign or chief magistrate of a foreign country and to members of a royal family.

In all other cases, the artillery salute in honor of a personage is fired but once, viz: when the personage entitled to it enters the post.

When the troops are drawn up for the reception of a personage, and it is practicable to have a battery or platoon of field guns on the ground, the artillery salute should form part of the reception ceremonies; otherwise guns in position are used, and the salute is fired when the personage enters the post.

When a personage visits a post or camp for the express purpose of reviewing the troops, and field guns are available, it is considered most appropriate to fire the salute at the place of review, and at the time just previous to the review when the personage arrives on the ground.

596. In firing artillery salutes, the normal interval between discharges is ten seconds; but when two or more breech-loading field guns are used, it is permissible to reduce the interval to five seconds.

597. *Salvos* are simultaneous discharges from several cannon. They correspond to volleys of musketry, and are fired by way of salute only over the graves of officers at the time of burial. The order designating a funeral escort prescribes whether the fire shall be three volleys of musketry or three salvos of artillery.

598. Salutes will be fired between sunrise and sunset, and, as a rule, never on Sunday, unless required by international courtesy. The national flag will always be displayed on the staff at the time of firing a salute.

599. It is customary in this Commonwealth to display the flag of Massachusetts on the staff during the presence of the Governor at a military camp or post, the State flag being attached to the halyards just below the National flag. When the Governor enters the post or camp, unless independent halyards are rigged,

the National flag is lowered and the State flag attached, the two flags being hoisted with as little delay as possible. When the Governor departs, the State flag is detached in a similar manner just as he leaves the post or camp, and the National flag at once hoisted again.

600. Officers of a foreign military or naval service are saluted by the color and musicians, and with artillery, in the same manner as American officers of like grade.

## HONORS TO FLAGS AND COLORS

601. By "flag" is meant the national emblem that is displayed from flag staffs and other permanent poles. They are always of bunting, and are not saluted by individuals except when lowered at retreat and in the Navy; neither are such flags saluted by bodies of troops at any time. Artillery salutes to our own or a foreign flag are beyond the scope of this Manual.

602. At every military post or camp, the flag is hoisted at the first note of the reveille or the first note of the march, if a march be played before the reveille. The flag will be lowered at the last note of the retreat, and while the flag is being lowered the band will play "The Star Spangled Banner," or if there be no band present, the field music or trumpeters will sound *to the color*. The lowering of the flag is to be completed with the last note.

While the band is playing "The Star Spangled Banner" or the field music is sounding *to the color*, those sentinels on post in the vicinity of the ceremony stand at attention on their posts with rifles at *right shoulder arms*, or sabers at *carry saber*, facing the flag, and at the last note of the music execute *present arms* or *present saber*. But sentinels do not comply with this rule when their duties prevent it. Officers and soldiers out of ranks and in the vicinity of the ceremony face toward the flag, stand at attention without uncovering during the music, and at the last note of the music salute,—if unarmed, with the right hand; if armed with the rifle, with the rifle salute from *right shoulder arms*; if armed with the drawn saber, by *present saber*; if wearing a sheathed saber or other side-arms, with the right hand salute. Civilians and officers and soldiers not in uniform uncover and stand at attention, but do not salute.

In the foregoing, the expression "in the vicinity of the cere-



mony" means those who can see the same. It does not mean those persons in another part of the post who can hear the music but cannot see the flag staff or flag.

At retreat troops in ranks, whether armed or unarmed, are brought to attention during the lowering of the flag, but do not salute.

603. On board a war ship or an army transport, all persons coming on deck when the flag is displayed, face toward it and salute; also when going aboard, the salute being rendered immediately upon stepping on the deck.

604. By "colors" is meant the National flag and the Regimental, Battalion, or Corps flag, that are carried by dismounted troops. By "standard" is meant the similar flags, smaller in size, carried by mounted organizations. These are of silk, although sometimes a bunting color is used at drill and in field exercises to save the silken color.

The National color is sometimes paraded alone, but it is very unusual in the American service to parade the organization color except in company with the National color.

605. The terms "colors" and "standard" as used in a military sense relate only to those flags which are carried by authorized military organizations and, by courtesy, to those carried by veteran organizations composed of men who have served in the military or naval establishment in time of war. Flags carried by civilian organizations, even those of a quasi-military character, are not technically considered "colors" and there is no obligation to salute them. However, as a matter of patriotic sentiment, the National flag is frequently saluted by individuals when carried past by civilian organizations, but bodies of troops do not render any honors to them or take official notice of their presence. The reason seems to be that the colors of authorized active or veteran military corps are deemed to be peculiarly the symbols of national sovereignty and power.

This Company carries two colors, — the National Color and the Company Color, and, being an authorized military corps, its colors are entitled to be saluted as a matter of military rule and not merely as a matter of sentiment.

606. It is not considered proper at the present time, and, indeed, it is contrary to law, to place lettering or other inscriptions on the National color or standard. The official designation

of the corps by which it is carried is engraved on a silver band which encircles the pike or lance.

607. All colors and standards are saluted when not cased. A color or standard is said to be "cased" when it is rolled around the pike or lance and inclosed in its water-proof covering. Cased colors and standards are never saluted.

608. The colors are always kept at the office or quarters of the commanding officer and should not be taken therefrom or carried about except under an armed escort. In camp, when the weather is fair, the colors are displayed uncased, between reveille and retreat, in front of the commanding officer's tent or quarters, being placed in sockets about six feet apart. At retreat they are rolled and cased for the night, but are generally left in the sockets. The Color Sergeants are charged with the duty of casing the colors at retreat and uncasing them at reveille if the weather is fair, and they must also be on hand to case them in event of a sudden shower or gale of wind.

A sentinel is posted over the colors when in the sockets or on the stacks, both by day and night, but not when they are inside the commanding officer's office or quarters. The color sentinel will not permit the colors to be moved except in the presence of an armed escort, nor allow any person to touch them except the Color Sergeants or an officer or noncommissioned officer of the guard, unless otherwise ordered by the commanding officer. If any person passing the colors fails to salute them, the color sentinel will come to *port arms* and call to him *Salute the Colors*. If the caution be not heeded, the sentinel will call the corporal of the guard and report to him the facts.

609. Officers and soldiers out of ranks passing or passed by the colors or standards of an active or veteran military organization salute the same as often as they pass.

With no arms in the hand, the salute is rendered by uncovering and holding the headdress, top outward, in the right hand opposite the left shoulder, right forearm against the breast.

If armed with the rifle or drawn saber, the headdress is not removed, but the prescribed rifle salute is rendered from *right shoulder arms*, or *present saber* is executed.

610. In camp, civilian visitors should salute the colors by uncovering, as explained in par. 609.

611. Unarmed detachments and bodies of troops salute the colors as explained in pars. 573, 574, and 580.



612. Armed detachments and bodies of troops salute the colors as explained in pars. 582, 583, and 585.

613. The guard of a post or camp turns out and presents arms to the colors as often as they pass, except under the circumstances described in par. 587.

614. The Company will salute its own colors on receiving and parting with them as explained in pars. 242 and 243, except when the ceremony of Escort of the Color is to be performed.

615. Under like conditions, and in similar situations, the same respect is shown for and the same honors rendered to the flag of a foreign nation and to the colors of a foreign military organization as to our own. This is especially important when visiting foreign territory and when receiving a foreign corps, as neglect or carelessness in this particular will constitute a breach of international etiquette as well as of military courtesy. The compliments paid and honors rendered should be in accordance with our own system, as it is never proper to adopt foreign customs and usages in such situations.

However, in saluting a foreign flag it is generally appropriate to cause the music to play the national air of the country concerned instead of the trumpet call *to the color*. It is needless to say that "The Star Spangled Banner" cannot be played under such circumstances, but it is usually best to ascertain what air should take its place before going ahead on our own responsibility in situations where we would use our national air. If there is any doubt, *to the color* should be sounded. It may not be understood, but it is safe.

Except with modifications as to the musical part of the ceremony, the highest compliment that American troops can pay to a foreign flag is to salute it in the same manner as they salute their own flag.

### HONORS PAID THE NATIONAL AIR

616. "The Star Spangled Banner" is now recognized as the national air of the United States of America, at least by the military and naval authorities, and the regulations as to military courtesy require that certain honors be rendered when it is played on a formal occasion.

617. Respect for the national air further demands that it shall not be commonly used as a musical selection, but that its

use shall be confined exclusively to those occasions when the proper honors may be paid to it without awkwardness and in a dignified manner. Army Regulations prohibit the playing of any march or medley in which "The Star Spangled Banner" is interpolated. It should never be played as a separate number even in the course of a concert, except that it is entirely permissible and appropriate to use it as the concluding number of the program, when both bandsmen and audience may stand at attention as required by military courtesy. In short, it should be played only on *formal occasions*.

618. The occasions which may be fairly deemed to be formal are as follows:

At ceremonies, such as *retreat*, when the Company receives or parts with the colors, *Escort of the Color*, at the presentation of new colors, and similar occasions.

In response to a toast, such as "The President," "Our Country," "The United States," etc.

As the last number of a concert program, or at the conclusion of a theatrical or other entertainment.

It will be no mistake if the use of the national air is confined to the above occasions.

619. When "The Star Spangled Banner" is not played *formally*, no respect will be observed toward it. For example, when, through the ignorance of an orchestra leader or bandmaster, the air is played while a dinner is in progress, those present should not stop eating and rise as is sometimes done, but should pay no attention to it.

620. Whenever "The Star Spangled Banner" is played, the air will be played through once, without the omission of any part, and without the repetition of any part, except such repetition as is called for by the musical score.

621. Whenever "The Star Spangled Banner" is played on a formal occasion, all officers and soldiers present will stand at attention until the last note of the air. *Except at retreat they do not salute*. If in uniform and covered, they do not remove the headdress.

Some officers when in civilian dress follow the sensible and patriotic custom of standing and uncovering whenever the band plays "The Star Spangled Banner." This is believed to be the most graceful recognition of the air on the part of civilians.

When "The Star Spangled Banner" is played on formal



occasions *other than retreat*, sentinels on post in the vicinity of the music, unless their duties prevent their so doing, face outward, with the rifle at *right shoulder arms*, or the saber at *carry saber*, and stand at attention during the playing of the air.

622. Military honors are not paid to any other of the so-called national or patriotic airs. "The Star Spangled Banner" is the only official national air from the military standpoint.

623. Troops in ranks, whether armed or unarmed, are brought to attention during the playing of the national air on a formal occasion.

624. The same respect is observed toward the national air of a foreign country, when it is played as a compliment to the representative of such country and when visiting such country, as is prescribed for our own national air.

It is also in good taste to refrain from the indiscriminate playing of a foreign national air when representatives of the country concerned are present or when within its territory. What has been said in this respect about "The Star Spangled Banner" applies with equal force to foreign national airs in the situations mentioned.

It is exceedingly bad taste to adapt words of our own to a foreign national air when representatives of the country concerned are present, or, indeed, on any military occasion. For example, to sing the verses known as "America" to the British national air is bad enough at any time, but is positively discourteous when Britons are present; and certain doggerel rhymes sometimes sung to this air would be grossly insulting. What would Americans think if the people of a foreign country were to adopt the air of "The Star Spangled Banner" as their own, or were to sing to this air undignified or offensive verses? Military men, at least, will understand and recognize the sentiment which attaches to the national air of a foreign land, and will invariably pay to it that respect and deference which they wish to be shown their own national air.